

URBAN/MUNICIPAL

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1986

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REGIONAL MUNICIPALITY OF HAMILTON WENTWORTH

SOCIAL SERVICES BUDGET 1986

In 1985 actual costs for Social Services in Hamilton-Wentworth were \$3.5 million less than anticipated. This was largely due to the decrease in the GWA caseload which in January 1986 is 13.7% less than the same time last year, and 24.5% less than January 1984. Because of the improvement in the local economy it is possible to recommend a budget which is 0.2% higher than last year. This slight increase accommodates the additional day care spaces and the capital improvements at the Homes for the Aged already approved by Council.

The budget format sets out in considerable detail the work of the department for 1986 and the associated costs. Service levels are proposed and measure of last year's performance reported. The budget is organized according to the structure of the department and by reading the Budget Detail page for each division it is possible to get a quick overview of the responsibilities of each division head.

Staff changes and other recommendations occur throughout. To facilitate decision-making these have been extracted and added as two separate reports which Committee may amend according to the financial decisions taken when reviewing the budget.

In presenting this budget I wish to thank all the members of staff who contributed to its completion.

Yours respectfully,

Wm. McMillin Carson
Commissioner of Social Services.

Recommended:

That the 1986 Budget for Regional Social Services be approved subject to Provincial funding being available at the levels anticipated; and
That it be forwarded to the Finance & Personnel Committee.

DEPARTMENT COST SUMMARY

FUNCTION : SOCIAL & FAMILY SERVICES
 DEPARTMENT: SOCIAL SERVICES

EXPENDITURES - GROSS	1985 ORIGINAL	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
General Administration	683,920	657,788	723,980		723,980	5.9%
Income Maintenance	43,439,935	39,455,769	40,511,190	51,680	40,562,870	-6.6%
Social Plan. & Policy Dev.	636,975	621,985	671,170		671,170	5.4%
Support Services	5,049,953	5,124,771	5,648,610	619,100	6,267,710	24.1%
Services for the Elderly	1,774,885	2,199,564	2,295,300		2,295,300	29.3%
Homes for the Ages	10,871,875	10,931,941	11,649,527	309,844	11,959,371	10.0%
 TOTAL EXPENDITURES	 62,457,543	 58,991,818	 61,499,777	 980,624	 62,480,401	 .0%
 REVENUES - GROSS	 49,248,886	 46,423,116	 48,502,920	 744,050	 49,246,970	 .0%
 TOTAL REVENUES	 49,248,886	 46,423,116	 48,502,920	 744,050	 49,246,970	 .0%
 TOTAL EXPENDITURES	 13,208,657	 12,568,702	 12,996,857	 236,574	 13,233,431	 0.2%

1985 Original to 1986 Budget	<u>Gross</u> .0%	<u>Net</u> 0.2%
1985 Actual to 1986 Budget	5.9%	5.3%

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**SOCIAL SERVICE BUDGET
1986
GENERAL ADMINISTRATION**

DEPARTMENT: SOCIAL SERVICES
PROGRAM: GENERAL ADMINISTRATION

PROGRAM COST SUMMARY

	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
EXPENDITURES - GROSS						
Commissioner	166,520	162,721	179,950		179,950	8.1%
Accounting & Systems	450,700	450,732	482,600		482,600	7.1%
Staff Training & Develop	66,700	44,335	61,430		61,430	-7.9%
TOTAL EXPENDITURES	683,920	657,788	723,980		723,980	5.9%
REVENUES - GROSS						
Prov. Subsidy-50%	290,570	294,086	322,815		322,815	11.1%
Prov. Subsidy-80%	16,600	8,383	12,000		12,000	-27.7%
TOTAL REVENUES	307,170	302,469	334,815		334,815	9.0%
TOTAL EXPENDITURES	376,750	355,319	389,165		389,165	3.3%
				GROSS	NET	
				5.9%	3.3%	
				10.1%	9.5%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM:

General Administration

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITY:

Commissioner

GOAL:

To administer the Region's social assistance programs with optimum effectiveness and efficiency.

PURPOSE:

Ensuring the optimum service to those citizens of the Region requiring social assistance in accordance with the various acts and regulations.

OBJECTIVES:

To co-ordinate all the activities of the Social Service Department.

To make recommendations to Committee and Regional Council regarding Social Service matters.

To administer the departmental budget of \$63 million.

To ensure Regional Council's policy is carried out for those area of service not covered by government regulations or where the administration of programs are left to the discretion of the local authorities.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : GENERAL ADMINISTRATION ACTIVITY: COMMISSIONER

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
0361- EXPENDITURE									
1101 Salaries & Wages			114,700			114,511			123,800
1103 Accum. Sick Leave			1,150			1,150			1,200
1104 Employee Benefits			24,630			20,291			22,300
1106 Workers' Comp.			1,440			1,440			1,550
1118 C/B Finance			1,920			1,700			2,000
1119 C/B Solicitor			240			240			250
1191 Travel & Expense			1,950			3,150			2,000
8094 Member & Subscript			1,700			1,700			3,000
1116 C/B Accom/Comm (N)			15,780			15,780			16,400
1117 C/B Personel (N)			650			650			700
1120 C/B Print.& Post.(N)			130			130			150
1121 Office Supplies (N)			520			520			600
1185 Equipment (N)			1,710			1,459			6,000
	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL EXPENDITURES			166,520			162,721			179,950
	-----	-----	-----	-----	-----	-----	-----	-----	-----
0312- REVENUE									
7210 Prov. Subsidy-50%			73,015			72,091			78,050
	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL REVENUES			73,015			72,091			78,050
	-----	-----	-----	-----	-----	-----	-----	-----	-----
	-----	-----	-----	-----	-----	-----	-----	-----	-----
REGIONAL SHARE			93,505			90,630			101,900
	-----	-----	-----	-----	-----	-----	-----	-----	-----
							GROSS	NET	
			% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET	8.1%	9.0%	
						1985 ACTUAL TO 1986 BUDGET	10.6%	12.4%	

- Note: 1. 0361-1101 Salaries adjusted to reflect review.
 2. 0361-8094 Memberships include departments costs for OMSSA, CCSD, APWA, OSDC, OMMBD, I.C.M.A. AND Municipal World. Also included are costs for CIS Directories formerly in Clerk's budget.
 3. 0361-1185 Equipment includes costs for one Wang office system.

REGIONAL MUNICIPALITY OF HAMILTON WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM:

General Administration

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITIES:

Accounting and Systems

GOAL:

To maintain accurate and current computerized client files and to provide accounting and statistical information for the Social Services Department, including Homes for the Aged.

PURPOSE:

Providing administrative services to the Social Services Department.

PROGRAM OBJECTIVES:

- I To ensure the recovery of available subsidies through the completion of relevant claim forms by the 15th of the following month.
- II To continue to provide a one day turn around time in creating and maintaining computerized client files for generating monthly assistance cheques.
- III To assist and co-ordinate the preparation of this annual operating budget by the end of January.
- IV To reduce the volume of manual prepared cheques for emergency assistance to clients
- V To prepare monthly statistical and financial reports as required by Provincial, Federal, Regional and Commissioner's directives.

OBJECTIVE IV:

	ANALYSIS OF PERFORMANCE MEASUREMENT		
	1985	1985	1986
	<u>Target</u>	<u>Achieved</u>	<u>Target</u>
Workload - # of manual cheques	2,500 per month	2,900 per month	2,500 per month

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : GENERAL ADMINISTRATION

ACTIVITY: ACCOUNTING & SYSTEMS

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
0361- EXPENDITURE									221,800
1001 Salaries & Wages			203,750			204,124			2,200
1003 Accum. Sick Leave			2,040			2,040			44,300
1004 Employee Benefits			35,670			38,167			2,800
1006 Workers' Comp.			2,550			2,550			750
1026 C/B Solicitor			720			720			7,950
1027 C/B Finance			7,520			6,970			200
1091 Travel & Expenses			160			125			152,000
1097 C/B Computer Expense			123,800			146,020			0
8065 Flood Emergency			0			0			15,000
8093 Consulting Fees			15,000			13,125			18,500
1016 C/B Accom/Comm(N)			17,700			17,700			2,000
1025 C/B Personnel (N)			1,950			1,950			0
1098 Systems Development(N)			28,000			6,201			2,000
8012 Advert. & Publicity(N)			2,000			1,504			2,200
8020 C/B Print. & Post(N)			2,140			1,908			2,000
8030 Repairs & Mtce. (N)			2,000			2,035			5,800
8085 Equip. & Furnish.(N)			2,700			2,593			3,100
8087 Office Supplies (N)			3,000			3,000			
TOTAL EXPENDITURES			450,700			450,732			482,600
0312- REVENUE									223,500
7210 Prov Subsidy 50%			195,605			206,921			223,500
TOTAL REVENUES			195,605			206,921			
REGIONAL SHARE			255,095			243,812			259,100
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET				GROSS	NET	
			1985 ACTUAL TO 1986 BUDGET				7.1%	1.6%	
							7.1%	6.3%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
PROGRAM DESCRIPTION

PROGRAM:

Administration & Systems

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITY:

Staff Training & Development

PURPOSE:

To maintain the highest possible level of employee performance for effective and efficient service delivery.

GOAL:

To provide systematic training for all staff within the Department of Social Services with respect to the various assistance and service programs, their functions and policies.

OBJECTIVES:

- To manage the staff training budget in accordance with Regional policies and Social Services Departmental guidelines;
- To increase the delivery of high quality service with greater uniformity throughout the Department;
- To identify macro and micro training needs within the various staff levels of the Department;
- To design and deliver training programs required to improve employee performance and facilitate growth and development, as well as preparing persons for changes in program and service delivery;
- To plan and conduct introductory training programs for all incoming staff as well as students on work placements;
- To maintain liaison with community colleges, universities and other professional development services for the purposes of staff training and organizational development.
- To provide training equivalent to 1% of total work person-hours.

MEASUREMENT OF SERVICE LEVEL:

- Achievement of learning objectives by the following means:
 - the demonstration of newly acquired knowledge and skills through exercises and activities
 - reports and presentations by persons in attendance at extra-curricular seminars and workshops.
- Departmental goal setting program
- Successful completion of courses and workshops
- On-the-job performance activities

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Administration & Systems
ACTIVITY: Staff Training & Development

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
0361-1286	CONFERENCES	1 person - hour of training	conferences (except OMSSA) cost sharable at 50%	In 1985 the CCSD held its forum in Hamilton therefore costs were minimal for this activity. Additional funds will be required in 1986.
0361-1287	OMSSA Annual	1 person - hour of training	Annual Conference cost sharable @ 50%	In 1985, due to other committments, commissioner was unable to attend full conference. In 1986, the Conference is being held in Niagara Falls. There will be more opportunities for sending staff for specific one day sessions, hence the increase in estimated expenditures.
0361-1288	Commissioner's Annual Conference	1 hour of training	Yearly conference for Commissioners across Canada. Cost shareable at 50%	The 1985 budgetted amount was not fully expended. In 1986 it is anticipated that the Commissioner will attend the conference in Halifax. However, there is no increase required.
0361-1289	Professional Consultation	1 hour of consulting	Professional consultation for specific organiza- tional projects.	In 1985 consultations were used for two major areas-development of policy manuals and family program planning. In 1986, with a number of projects upcoming in the computer area, more consulting services will be required.
0361-1290	OMSSA Training	1 hour of training	Training workshops that provide an opportunity for staff members to have input into Provincial Policy changes. As well informational exchanges between municipalities for the purpose of improved service delivery.	In 1985, this account was over extended due to the additional fall training seminar In 1986 additional funds will be required to offset the increase in registration fees for Spring and Fall Zone Training Sessions.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Administration & Systems
ACTIVITY: Staff Training & Development

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
0361-1292	Workshops & Seminar	1 person-hour of training	Job-related workshops & seminars designed to improve performance that is directly related to service delivery. Cost sharable @ 80%	Full benefits of this expenditure were not utilized in 1985. Over \$1000 of training was cancelled due to other commitments. Also, a large amount of training (speci- fically computer related) was offered through TIBI Grants which greatly decreased our expenditures. The amount requested for 1986 reflects the emphasis that will be placed in this training area.
0361-1292	Tuition Reimbursement	1 course	Reimbursement for successfully completed courses at the university & college levels. Cost sharable @ 80%	In 1985, a total of 18 (one-term) courses were completed by 12 staff members.
0361-1295	IBM Computer Acct.	-----	Development of computer- based training package for GWA legislation & & policies. Cost sharable @ 80%	This account was not used in 1985 due to staff changes in the position of Training Officer. This project is currently under review and it is anticipated that no funds will be required for 1986.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : ADMINISTRATION & SYSTEMS ACTIVITY: STAFF TRAINING & DEVELOPMENT

0361- EXPENDITURE	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT (AVERAGE)	COST EXPENDITURES	BUDGETED UNITS	UNIT (AVERAGE)	APPRO- PRIATION
1201 Salaries & Wages 50%			30,300			20,954			29,500
1203 Accum. Sick Leave 50%			310			310			300
1204 Employee Benefits 50%			5,430			3,737			5,600
1206 Workers' Comp. 50%			380			380			400
1218 C/B Finance			820			720			850
1219 C/B Solicitor			80			80			80
1291 Travel & Expenses 50%			160			147			200
1286 Conferences 50%	56	15.36	860	63	8.22	518	63	14.29	900
1287 OMSSA Ann Conference 50%	56	26.79	1,500	63	20.03	1,262	84	20.24	1,700
1288 Ann.Meeting & Comm. 50%	28	27.14	760	21	28.29	594	28	28.57	800
1289 Profess. Consult.50%	24	75.00	1,800	21	68.90	1,447	30	73.33	2,200
1290 OMSSA Training 80%	266	5.64	1,500	280	4.92	2,018	280	6.43	1,800
1292 Workshops & Seminars 80%	2000	5.33	10,650	1,100	6.38	7,102	1,692	6.32	10,700
1293 Tuit.Fee Reimburs. 80%	32	81.25	2,600	18	111.00	1,359	20	125.00	2,500
1295 IBM 80%	0	0.00	6,000	0	0.00	0			
1216 C/B Accom./Comm. (N)			2,800			2,800			3,000
1217 C/B Personnel (N)			220			220			200
1220 C/B Print & Post (N)			210			452			300
1221 Office Supplies (N)			320			235			400
TOTAL EXPENDITURES			66,700			44,335			61,430
0312- REVENUE									
7210 Prov. Subsidy 50%			18,740			13,164			18,465
7414 Prov. Subsidy 50%			3,210			1,911			2,800
7415 Prov. Subsidy 80%			16,600			8,383			12,000
TOTAL REVENUES			38,550			23,458			33,265
REGIONAL SHARE			28,150			20,877			28,165
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET		
			1985 ACTUAL TO 1986 BUDGET			-7.9%	0.1%		
						38.6%	34.9%		

SOCIAL SERVICE BUDGET
1986
INCOME MAINTENANCE

PROGRAM: INCOME MAINTENANCE

PROGRAM COST SUMMARY

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Divisional Administration	870,080	858,001	934,140		934,140	7.4%
G.W.A. Program	38,584,570	34,813,177	35,350,500		35,350,500	-8.4%
Special Income	2,084,480	2,039,612	2,160,400		2,160,400	3.6%
Employment Services	890,465	845,574	911,850	51,680	963,530	8.2%
Hostels	1,010,340	899,405	1,154,300		1,154,300	14.2%
TOTAL EXPENDITURES	43,439,935	39,455,769	40,511,190	51,680	40,562,870	-6.6%
REVENUES - GROSS						
Prov. Subsidy 50%	2,582,580	2,526,901	2,633,780		2,633,780	2.0%
Prov. Subsidy 80%	28,643,796	25,597,796	26,222,080	20,672	26,242,752	-8.4%
Prov. Subsidy 100%	1,886,690	1,823,430	1,846,200	25,840	1,872,040	-0.8%
Prov. Subsidy Other	152,096	124,039	152,240		152,240	0.1%
TOTAL REVENUES	33,265,162	30,072,166	30,854,300	46,512	30,900,812	-7.1%
TOTAL EXPENDITURES	10,174,773	9,383,603	9,656,890	5,168	9,662,058	-5.0%
				<u>GROSS</u>	<u>NET</u>	
				1985 ORIGINAL BUDGET TO 1986 BUDGET	-6.6%	-5.0%
				1985 ACTUAL TO 1986 BUDGET	2.8%	3.0%

ACTIVITY COST SUMMARY

PROGRAM: INCOME MAINTENANCE ACTIVITY: DIVISIONAL ADMINISTRATION

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Administration	668,900	663,290	712,840		712,840	6.6%
Parental Support Unit	201,090	194,711	221,300		221,300	10.1%
TOTAL EXPENDITURES	870,080	858,001	934,140		934,140	7.4%
REVENUE GROSS						
Prov. Subsidy 50%	243,090	238,148	261,730		261,730	7.7%
Prov. Subsidy 50%	1,250	300	900		900	-28.0%
Prov. Subsidy 80%	8,000	2,152	6,000		6,000	-25.0%
TOTAL REVENUES	252,340	240,600	268,630		268,630	6.5%
TOTAL EXPENDITURES	617,740	617,401	665,510		665,510	7.7%
% CHANGE						
		1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS 7.4%	NET 7.7%
		1985 ACTUAL TO 1986 BUDGET			8.9%	7.8%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Divisional Administration
SUB-ACTIVITY: Administration

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2920	C/B Print & Post	N/A	Photocopying and Postage	<u>Printing & Postage</u> - A 4% overall increase is projected in costs. An additional \$1500 was added to the Budget to cover costs for publication of a new Hostel manual and a new Procedures manual.
2971	Equipment	N/A	Equipment/Replacement of equipment for Income Maintenance Division	<u>Equipment Costs</u> - A new front reception counter is required for safety of staff. The counter would also accommodate an additional staff person to serve clients at peak periods. (\$5000 estimated) Sliding doors are recommended for the reception area entrance to improve office security.(\$2800): "Ram" Partitions are required to accommodate legal size files and to improve worker privacy (\$8000). A typewriter will be needed for the clerical position transferred from employment services (\$1200). A cubicle for the client telephone will improve client confidentiality (\$500).

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE									
2901 Salaries & Wages			65,600			64,347			72,500
2903 Accum. Sick Leave			660			660			700
2904 Employee Benefits			11,500			10,740			13,050
2906 Workers' Comp.			830			830			900
2918 C/B Finance			105,970			97,640			111,550
2919 C/B Solicitor			9,270			9,660			10,050
2991 Travel & Expenses			106,110			103,497			106,110
2916 C/B Accom./Comm (N)			208,920			209,020			217,250
2917 C/B Personel (N)			28,110			25,930			27,000
2920 C/B Print. & Post(N)			74,070			75,079			77,030
2921 Office Supplies (N)			48,600			56,730			57,100
2971 Equipment (N)			7,350			7,314			17,500
1764 Christmas Registry (N)			2,000			1,843			2,100
1005 Retirement-Sick Leave			0			0			0
TOTAL EXPENDITURES			668,990			663,290			712,840
0312- REVENUE									
Prov. Subsidy 50%			149,970			143,687			157,430
TOTAL REVENUES			149,970			143,687			157,430
REGIONAL SHARE			519,020			519,603			555,410
% CHANGE							GROSS	NET	
							6.6%	7.0%	
							7.5%	6.9%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1986 BUDGET DETAILS

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Income Maintenance

ACTIVITY:

Divisional Administration

SUB-ACTIVITY:

Parental Support Unit

COMMENTS:

Recoveries made by the Parental Support Unit since its inception in July 1982 can be summarized as follows:

	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>Actual</u> <u>1985</u>	<u>Forecast</u> <u>1986</u>
<u>Recoveries from GWA Budget</u>	\$187,603	\$356,985	\$293,255	\$314,765.15	\$340,000
<u>Court & Private Recoveries</u>	30,093	62,328	61,344	84,399.00	90,000
<u>Totals</u>	<u>\$217,696</u>	<u>\$419,313</u>	<u>\$354,599</u>	<u>\$399,164.15</u>	<u>\$430,000</u>

Until March 1985, the PS Unit was supervised by an area manager who had responsibility for the supervision of other units as well. On her retirement in March 1985, a temporary supervisor's position was approved. This supervisor reports directly to the Director of Income Maintenance and has responsibility for the PS Unit only. Although the Unit's specialization and workload has increased, it has been able to maintain it's level of service and consistently increase it's recoveries. The Department is recommending that the PSU supervisory position be made permanent as the Unit has been very successful recovering support monies resulting in a substantial savings to the Department. Additional savings are forecast for 1986 as the supervisor continues to concentrate on this specialty area.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Divisional Administration
SUB-ACTIVITY: Parental Support Unit

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
0361-1940 0361-1941	Medical Tests	1 test per client	Payment of Laboratory costs to confirm paternity	In 1985, it was anticipated that funding would be required for both mother and "father" to have blood tests. Such was not the case and the 1986 budgeted figures have been decreased.
0361-1985	Equipment & Furnishings			The current filing system in the PSU unit can no longer accommodate the volume of files required by the workers. The 1986 budgeted amount is for purchase of the RAM Partition System to accommodate the transition to the legal size end-tab system as is being done in Income Maintenance. The total amount requested is to cover this cost.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: DIVISIONAL ADMINISTRATION
 SUB-ACTIVITY: PARENTAL SUPPORT UNIT

0361- EXPENDITURE	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
1901 Salaries & Wage			153,200			160,389			174,000
1903 Accum. Sick Leave			1,540			1,540			1,700
1904 Employee Benefits			27,580			24,306			28,700
1906 Workers' Comp.			1,920			1,920			2,200
1991 Travel & Rebate Court Cost			2,000			766			2,000
1940 Med. Tests-Lab Fees 50%			2,500			600			1,800
1941 Med. Tests-Lab Fees 80%			10,000			2,690			7,500
1985 Equip. & Furnish. (N)			1,600			1,413			2,500
1987 Office Supplies (N)			750			1,087			900
TOTAL EXPENDITURES			201,090			194,711			221,300
0312- REVENUE									
7210 Prov. Subsidy Admin 50%			93,120			94,461			104,300
7425 Prov. Subsidy Med 50%			1,250			300			900
7423 Prov. Subsidy Med 80%			8,000			2,152			6,000
TOTAL REVENUES			102,370			96,913			111,200
REGIONAL SHARE			98,720			97,798			110,100
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			10.1%	11.5%	
							13.7%	12.6%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1986 BUDGET DETAIL

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Income Maintenance - G.W.A. Program

STATEMENT OF PURPOSE:

To provide assistance to clients under the provisions of the General Welfare Assistance Act either directly or by referral to appropriate resources, thus utilizing a comprehensive network of Social Services.

OBJECTIVES:

- To provide General Welfare Assistance to those in need.
- To provide referrals to other agencies and organizations for further treatment, assistance, accommodation, etc.

MEASUREMENT OF SERVICE LEVEL:

- Number of G.W.A. cases per month.
- Number of successful referrals to other agencies and programs.

ACTIVITIES:

- Basic Needs
- Special Diet
- Advanced Age
- Discharge Allowance
- Fuel
- Foster Care
- Pregnancy
- Shelter Subsidy

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Income Maintenance - GWA Program

COMMENTS:

These accounts are all mandatory and are specified as such under the G.W.A. Act. The 1985 actual experience, the general economic conditions and U.I.C. trends were all considered for the purpose of estimating that 1986 caseload. Specifically the forecasts of the local Canada Employment Centre and our Regional Finance Department among others were all taken into consideration. The establishment of the Older Client Project and the re-organization of our Employment Services Unit will help reduce the caseload in 1986. In addition the 1986 budget estimates reflect several other factors. These are as follows:

- 1) All estimates are calculated on the 1985 actual experience not the 1985 budget. Based on this experience plus the above factors a 6% decrease in units for 1986 are forecast in basic needs and special diet.
- 2) Based on Provincial rate increases effective January 1, 1986, unit costs have been forecast to increase 6.8% for basic needs and 10.7% for foster care and 4% for pregnancy needs.
- 3) The unit costs for special diet are based on the 1985 actual experience as there was no Provincial increase.
- 4) The unit costs for the Discharge Allowance has been increased based on a 14% Provincial rate increase effective January 1/86.
- 5) The Fuel Allowance budget has not been increased for unit costs. The number of units required has been decreased by 10%. This is because changes in provincial legislation effective Jan. 1, 1986 enabled more clients to qualify for shelter subsidy and a 6% drop in predicted caseload.
- 6) The Shelter Subsidy Budget has been increased by 5.3% because of a 5.3% increase in unit costs. As of the result of mandatory changes in provincial legislation effective Jan. 1/86, 5% additional clients qualified for this assistance. However this is more than counterbalanced by a projected 6% decrease in G.W.A. caseload.
- 7) All unit costs reflect the annualization of the January 1, 1986 rate increase..
- 8) \$100,000. Regional dollars should be set aside in the contingency in case this 6% decrease in caseload is not realized.

ACTIVITY COST SUMMARY

PROGRAM: INCOME MAINTENANCE ACTIVITY: GWA PROGRAM

	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
EXPENDITURES - GROSS						
GWA Administration	2,716,220	2,620,635	2,831,800		2,831,800	4.3%
GWA 50%	23,500	89,876	67,900		67,900	188.9%
GWA 80%	33,877,000	30,158,184	30,483,200		30,483,200	-10.0%
GWA 100%	1,782,900	1,756,465	1,761,500		1,761,500	-1.2%
Eligibility Review	184,950	188,017	206,100		206,100	11.4%
TOTAL EXPENDITURES	38,584,570	34,813,177	35,350,500		35,350,500	-8.4%
REVENUES - GROSS						
Prov. Subsidy Admin 50%	1,462,335	1,449,264	1,552,150		1,552,150	6.1%
Prov. Subsidy Med 80%	27,101,600	24,126,547	24,386,560		24,386,560	-10.0%
Prov. Subsidy Med 100%	1,782,900	1,756,465	1,761,500		1,761,500	-1.2%
TOTAL REVENUES	30,346,835	27,332,276	27,700,210		27,700,210	-8.7%
REGIONAL SHARE	8,237,735	7,480,901	7,650,290		7,650,290	-7.1%
				GROSS	NET	
				1985 ORIGINAL BUDGET TO 1986 BUDGET	-8.4%	-7.1%
				1985 ACTUAL TO 1986 BUDGET	1.5%	2.3%

RATIONALE FOR STAFFING NEEDSGWA PROGRAM

Social Workers: For 1986 the GWA caseload is predicted to be 86,882 cases. The caseload is not expected to go much below \$6900 cases in any one month. In order to maintain the integrity of the caseload, a ratio of 100 cases to one field worker has been accepted by previous committees. Sixty-nine permanent social workers will therefore be needed in 1986.

Three positions, namely the FBA liaison worker and the 2 eligiblity review workers are included in the permanent complement but do not carry a caseload. This increases the caseload ratio slightly. Since the GWA caseload fluctuates, 4 temp positions will be needed at various times throughout the year. In order to provide continued clerical assistance to the manager of the Income Maintenance Teams and to assist during peak traffic time in our reception area, the temporary clerical position (at E1 level) presently in Employment Services will be transferred to the GWA program. It is suggested that the position be upgraded to the E3 level and made permanent. Thirty thousand dollars have also been included for summer student help.

Special Inquiries Worker: For 1986 it is recommended that a SSWII assume this new position on a 1 year trial basis. This new position will respond to councillor and advocate inquiries regarding various social services issues on specific clients. A supplementary report is available to outline this proposal.

Other Changes: The consolidation of Employment Placement and Employment Services is explained in the relevant section of this budget. Other changes recommended for Parental Support and Eligibility Review are explained in the relevant section of this budget.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM

INCOME MAINTENANCE ACTIVITY: GWA PROGRAM
SUB-ACTIVITY: GWA ADMINISTRATION

	<u>1985 BUDGET</u>			<u>1985 ACTUAL</u>			<u>1986 BUDGET</u>		
	<u>ESTIMATE</u> <u>UNITS</u>	<u>ESTIMATE</u> <u>COST</u>	<u>APPROPRIATION</u> <u>ORIGINAL</u>	<u>ACTUAL</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>EXPENDITURES</u>	<u>BUDGETED</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>APPRO-</u> <u>PRIATION</u>
0361- <u>EXPENDITURE</u>									
3101 Salaries & Wages			2,262,000			2,195,427			2,365,700
3103 Accum Sick Leave			22,630			22,630			23,700
3104 Employee Benefits			395,910			367,248			414,000
3106 Workers Comp			28,280			28,280			28,400
3105 Retirement Sick Leave			7,400			7,050			0
TOTAL EXPENDITURES			2,716,220			2,620,635			2,831,800
0312- <u>REVENUE</u>									
7210 Prov. Subsidy 50%			1,358,110			1,310,317			1,415,900
TOTAL REVENUES			1,358,110			1,310,317			1,415,900
REGIONAL SHARE			1,358,110			1,310,318			1,415,900
			% CHANGE	1985 ORIGINAL BUDGET TO 1986 BUDGET			<u>GROSS</u>	<u>NET</u>	
				1985 ACTUAL TO 1986 BUDGET			4.3%	4.3%	
							8.1%	8.1%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
 DEPARTMENT OF SOCIAL SERVICES
 1986 BUDGET DETAILS

PROGRAM: Income Maintenance
 ACTIVITY: G.W.A. PROGRAM
 SUB-ACTIVITY: G.W.A 50%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3720	Basic Needs	One month's assistance	Assistance to employable	Less clients should qualify for this
3721	Special Diet	for one client (ie one	applicants who attend	benefit in 1986 due to C.E.C. allowance.
3722	Advanced Age	client month)	programs and are spon-	increases. It is anticipated that 240
3723	Discharge Allowance		sored by the Canada	clients will receive this allowance.
3725	Fuel		Employment Centre. The	Provincial legislation increases unit
3726	Foster children		department "tops-up"	costs by 6.8% to average cost of 178.33
3727	Pregnancy supplement		such clients' training	per unit.
3728	Shelter Subsidy G.S.S		allowance up to their	
			monthly welfare entitle-	
			ment.	

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM: INCOME MAINTENANCE ACTIVITY: GWA PROGRAM
SUB-ACTIVITY: GENERAL WELFARE ASSISTANCE 50%

0361- EXPENDITURE	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	COST EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
3720 Basic Needs	240	97.92	13,530	369	166.70	64,951	240	178.33	42,800
3721 Special Diet			240			0			0
3722 Advanced Age			0			0			0
3723 Discharge Allowance			0			0			0
3725 Fuel			2,090			3,620			3,300
3726 Foster Children			0			0			0
3727 Pregnancy Supplement			240			478			400
3728 Shelter Subsidy G.S.S.			7,400			16,208			16,500
3730 Travel			0			4,619			4,860
TOTAL EXPENDITURES			23,500			89,876			67,900
0312- REVENUE									
7419 Prov. Subsidy 50%			11,750			44,938			33,950
TOTAL REVENUES			11,750			44,938			33,950
REGIONAL SHARE			11,750			44,938			33,950
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET		
			1985 ACTUAL TO 1986 BUDGET			188.9%	188.9%		
						-24.5%	-24.5%		

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: G.W.A. PROGRAM
SUB-ACTIVITY: Basic Needs/Special Diet/Advanced Age

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2020	Basic Needs	One month's assistance for one client (ie. one client month)	The basic needs items covers the cost of shelter, food, clothing and personal needs. It also covers fuel where this item is included the clients' rental charge. Where heat is not included in the rent an additional allowance is granted for fuel.	For 1986, the total caseload is predicted to be 87,835. this is 5% less than the actual for 1985 (92,428). Of this total 81,970 can be considered regular welfare recipients with the remainder being non-residents and foster care. The increase in costs is a result of the mandatory increase in G.W.A. rates effective Jan 1, 1986. The increases range from 4.0% to 18.5%. The department is prediciting a 6.8% increase over all in unit cost. This estimate is based on a comparison of 1985 monthly costs for December to the 1986 rates for the same month. However, this will be offset by a decrease in overall units (caseload) by 5%.
2021	Special Diet	One month's allowance for one client (ie one client month)	Allowance for gastric and diabetic diets, special diets ordered by physician (ie. low cholesterol, high protein special formulae for infants, etc.) all for a specified period.	Based on 1985 actual experience and 0% increase announced by the Province, no increase has been forecast in unit cost for 1986. As in GBN a 5% decrease in units has been forecast.
2022	Advanced Age	One month's allowance for one client (ie one client month)	Provided to qualifying families where one spouse is receiving O.A.S. and the other spouse is 65 or over. Provided as well to single individuals 65 or over and not in	Predicted decrease in caseload of 5% no change in unit cost for 1986.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: G.W.A. PROGRAM
SUB-ACTIVITY: Discharge Allowance/Fuel/Foster Children

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2023	Discharge Allowance	One time payment (up to \$400 per client)	Provided to qualifying clients who are discharged from an eligible institution after long term care or confinement to re-establish themselves in the community. Allowed once in a 12 month period.	The department has predicted that for 1986 about 15 clients will receive this benefit and based on the 1985 experience the average unit cost will be \$300.00
2025	Fuel	One month's allowance for one client (ie one client month)	The General Welfare Assistance Act allows the municipality to pay the actual cost of fuel.	No increase in unit cost is forecast for 1986. A 10% decrease in estimated units is anticipated due to a legislation change and a 6% decrease in caseload
2026	Foster Children	One month's allowance for one client (ie one client month)	Payments for children who are place in foster homes under private agreement, not through children's aid.	Provincial increase in unit costs effective Jan 1/86 is 10.7%. Based on the final 4 months of 1985 the number of foster children is predicted to increase 36.6% in 1986.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
 DEPARTMENT OF SOCIAL SERVICES
 1986 BUDGET DETAILS

PROGRAM: Income Maintenance
 ACTIVITY: G.W.A. PROGRAM
 SUB-ACTIVITY: Pregnancy Needs/Shelter Subsidy G.S.S.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2027	Pregnancy Needs	One month's allowance for one client.	Allowance for clients who are pregnant and require extra nutrition.	A 4% increase in costs is a result of the mandatory rate increase in G.W.A. effective Jan. 1, 1986. Based on recent trends a 2% decrease in units is anticipated.
2028	Shelter Subsidy	One month's allowance for one client (ie one client month)	To cover excess shelter costs for family and single.	The increase in unit cost is 5.3%. This is a mandatory increase. Provincially legislated changes in the eligibility for shelter subsidy increases the predicted number of units over 1985 actuals by 5%. This is offset by a predicted decrease in the G.W.A. caseload of 6%.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: GWA PROGRAM
SUB-ACTIVITY: GWA 80%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	<u>UNITS</u>	<u>COST</u>	<u>ORIGINAL</u>	<u>UNITS</u>	<u>(AVERAGE)</u>	<u>EXPENDITURES</u>	<u>UNITS</u>	<u>(AVERAGE)</u>	<u>PRIATION</u>
0361-- <u>EXPENDITURE</u>									
2020 Basic Needs	97,175	298.24	28,981,500	86,233	298.34	25,597,003	81,090	318.63	25,837,700
2021 Special Diet	1,535	53.29	81,800	1,396	58.13	80,966	1,312	58.14	76,300
2022 Advanced Age	348	42.82	14,900	226	32.31	6,976	212	32.31	6,900
2023 Discharged Allow.	50	240.00	12,000	12	234.33	2,812	15	300.00	4,500
2025 Fuel	7,757	139.09	1,078,900	6,470	135.72	876,035	5,823	135.72	790,300
2026 Foster Children	260	91.15	23,700	265	101.00	26,641	362	111.81	40,500
2027 Pregnancy Supp	2200	23.73	52,200	2,328	23.00	53,181	2,280	23.99	54,700
2028 Shelter Sub G.S.S.	56,090	67.22	3,770,400	48,146	77.15	3,695,393	47,665	81.24	3,872,300
2066 Recoveries-Overpay			-35,200			-63,719			-70,000
2067 Recoveries-Fraud			-30,200			-32,704			-40,000
2068 Recoveries-P.S.U.			-73,000			84,400			-90,000
TOTAL EXPENDITURES			33,877,000			30,158,184			30,483,200
0312- <u>REVENUE</u>									
Prov. Subsidy 80%			27,101,600			24,126,547			24,386,560
TOTAL REVENUES			27,101,600			24,126,547			24,386,560
REGIONAL SHARE			6,775,400			6,031,637			6,096,640
							<u>GROSS</u>	<u>NET</u>	
		% CHANGE		1985 ORIGINAL BUDGET TO 1986 BUDGET			-10.0%	-10.0%	
				1985 ACTUAL TO 1986 BUDGET			1.1%	1.1%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: G.W.A. PROGRAM
SUB-ACTIVITY: 100% G.W.A. Account

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2220	Basic Needs	One month's assistance for one client (ie one client month)	Assistance to applicants who, during any part of the period of twelve month preceeding their application, did not reside in Ontario	These accounts do not effect the Regional Levy as the Province provides 100% subsidy Increases/decreases were estimated at the same rate as those for 80% subsidy items and were based on the 1985 actual experience.
2221	Special Diet			
2222	Advanced Age			
2223	Discharge Allowance			
2225	Fuel			
2226	N.R. Foster Care			
2227	Pregnancy Supp.			
2228	Shelter Subsidy G.S.S.			

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: GWA PROGRAM
SUB-ACTIVITY: GWA 100%

0361- EXPENDITURE	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
2220 Basic Needs	5,204	301.95	1,571,400	5,539	274.51	1,520,529	5,166	293.18	1,514,600
2221 Special Diet			2,800			2,618			2,500
2222 Advanced Age			300			565			500
2223 Discharge Allowance			1,000			150			300
2225 Fuel			23,000			22,924			20,600
2226 Foster Care			2,300	22		3,974	24		4,400
2227 Pregnancy Supp.			3,200			3,537			3,600
2228 Shelter Sub.-G.S.S.			178,900			202,168			215,000
TOTAL EXPENDITURES			1,782,900			1,756,465			1,761,500
0312 -REVENUE									
7422 Prov. Subsidy 100%			1,782,900			1,756,465			1,761,500
TOTAL REVENUES			1,782,900			1,756,465			1,761,500
REGIONAL SHARE									0
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET		
			1985 ACTUAL TO 1986 BUDGET			-1.2%	-1.2%		
						-0.3%	-0.3%		

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1986 BUDGET DETAILS

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Income Maintenance

ACTIVITY:

G.W.A. Program

SUB-ACTIVITY:

Eligibility Review

COMMENTS:Analysis:

In 1985 the department created the eligibility review unit which consisted of a supervisor (temporary position), eligibility review officer (SSWII), fraud officer (SSWI), overpayment/recovery worker (SSWII), family benefits liaison worker (SSWII) and team control clerk (temporary position). The results of their activities are summarized below:

	Complaints Investigated	Fraud Charges Laid	Overpayments Initiated	\$ Value	Clients Interviewed Lost Monies	Monies Granted	Accident Agreements Completed	Canada Pension Assignments	\$ Returned
1983 actual	1355	46	173	\$ 80,408	317	18	83	N/A	
1984 actual	2679	79	334	136,852	408	27	84	57	\$5,224
1985 actual (forecast)	4011(3000)	87 (90)	604 (425)	279,619*(180,000)	357(410)	7(30)	114 (85)	97	\$16,086
1986forecast	4050	90	610	285,000	375	15	120	100	18,000

*During 1985 a total of \$98,999 were recovered from clients no longer in receipt of assistance.

During 1983 these activities were conducted by one eligibility review, and one overpayments/recovery officer and one family benefits liaison officer. In 1984 a fraud officer was added and the results increased. With the addition of a supervisor and a team control clerk the results improved even more dramatically and actually exceeded the 1985 forecasts.

Thus the creation of the unit with the added supervisor and team control clerk has been successful. For 1986 these positions should be made permanent.

In addition and in order to enable the unit to function more smoothly the fraud officer level should be raised to the SSWII rate. In this way both staff members (presently eligibility review and fraud officer) can cover for each other during vacation, sick and court time. The increased costs for this move would be about \$422 in Regional dollars (for 1986). This would be more than offset by the increased activities in the overpayments initiated (\$1076 Regional dollars).

Overall this unit forecasts that during 1986 a total of 610 overpayments will be initiated for a \$285,000 value. We expect to recover a total of \$110,000 (overpayments and fraud) from clients no longer on G.W.A. We expect to receive \$18,000 from the federal government under C.P.P. assignments.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: G.W.A. PROGRAM
SUB-ACTIVITY: ELIGIBILITY REVIEW

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3285	Equipment	N/A	N/A	In 1985 when the unit was created a 10 year old typewriter was provided. Numerous repairs and increased workload (typing for hostel unit) necessitates the purchase of a new typewriter.
3287	Office Supplies	N/A	N/A	Previously charged to Income Maintenance Divisional Administration.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: GWA PROGRAM
SUB-ACTIVITY: ELIGIBILITY REVIEW

	<u>1985 BUDGET</u>			<u>1985 ACTUAL</u>			<u>1986 BUDGET</u>		
	<u>ESTIMATE UNITS</u>	<u>ESTIMATE COST</u>	<u>APPROPRIATION ORIGINAL</u>	<u>ACTUAL UNITS</u>	<u>UNIT COST (AVERAGE)</u>	<u>EXPENDITURES</u>	<u>BUDGETED UNITS</u>	<u>UNIT COST (AVERAGE)</u>	<u>APPRO- PRIATION</u>
0361- EXPENDITURE									
3201 Salaries & Wages			149,000			153,630			171,600
3203 Accum. Sick Leave			1,500			1,500			1,700
3204 Employee Benefits			26,080			24,517			29,200
3206 Workers Comp.			1,870			1,870			2,100
3205 Retirement Sick Leave			6,500			6,500			0
3285 Equip & Furn (N)			0			0			1,200
3287 Office Supplies(N)			0			0			300
TOTAL EXPENDITURES			184,950			188,017			206,100
0312- REVENUE									
7210 Prov. Subsidy 50%			92,475			94,009			102,300
TOTAL REVENUES			92,475			94,009			102,300
REGIONAL SHARE			92,475			94,008			103,800
% CHANGE							GROSS	NET	
							11.4%	12.2%	
							9.6%	10.4%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
PROGRAM DESCRIPTION

PROGRAM:

Income Maintenance

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITY:

Special Income

PURPOSE:

To provide discretionary services allowable under the General Welfare Assistance Act to persons in receipt of Social Assistance and to low income earners.

OBJECTIVES:

To provide Supplementary Aid for Family Benefit clients and O.A.S. recipients; to provide Special Assistance to G.W.A. clients and the working poor.

ACTIVITIES:

Supplementary Aid and Special Assistance - provision of moving services, home and appliance repairs, as well as providing dentures, dental services, optical needs, funerals, appliance replacement and other items to clients in need.

COMMENTS:

The 1986 budget has been prepared on the premise that there will be a 4% increase in unit costs. The exception to these are, surgical supplies up 10%, travel and transportation up 4.5%, Optical Services down 20%, (tendering) funerals up 7%, prosthetic appliances up 10% & dental services up 9.2% (due to higher costs.) No increase in units have been forecast in any areas. The GWA caseload has been forecasted to decrease by 6% and these units have been reduced accordingly. The shelter subsidy "grandfather" cases continue to decline. Increase in eligibility requirements in the A.D.P program to 21 years of age may reduce payments for prosthetic appliances. In summary the Regional Portion for all services will result in an overall 3.1% increase over 1985 budget levels.

ACTIVITY COST SUMMARY

PROGRAM: INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Administration	161,640	157,138	173,600		173,600	7.4%
Supplementary Aid 80%	708,700	715,835	783,500		783,500	10.6%
Supplementary Aid 100%	3,600	2,287	3,100		3,100	-13.9%
Special Assistance LI 50%	324,640	353,055	370,000		370,000	14.0%
Special Assistance LI 100%	2,200	70	2,300		2,300	4.5%
Special Assistance GWA 50%	863,600	789,450	805,500		805,500	-6.7%
Special Assistance GWA 100%	20,100	21,777	22,400		22,400	11.4%
 TOTAL EXPENDITURES	 2,084,480	 2,039,612	 2,160,400	 	 2,160,400	 3.6%
 REVENUES - GROSS						
Prov. Subsidy 50%	674,940	643,358	667,500		667,500	-1.1%
Prov. Subsidy Med. 80%	566,960	572,668	626,800		626,800	10.6%
Prov. Subsidy Med 100%	25,900	24,134	27,800		27,800	7.3%
 TOTAL REVENUES	 1,267,800	 1,240,160	 1,322,100	 	 1,322,100	 4.3%
 REGIONAL SHARE	 816,680	 799,452	 838,300	 	 838,300	 2.6%

	<u>GROSS</u>	<u>NET</u>
1985 ORIGINAL BUDGET TO 1986 BUDGET	3.6%	2.6%
1985 ACTUAL TO 1986 BUDGET	5.9%	4.9%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: Administration

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3371	Equipment	1 Typewriter	Used by clerical staff	Replacement of a typewriter which is 10 years old and requires costly maintenance quite frequently (\$1200.)

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM :

INCOME MAINTENANCE

ACTIVITY: SPECIAL INCOME

SUB-ACTIVITY: ADMINISTRATION

0361- EXPENDITURE	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
3301 Salaries & Wages			135,000			132,584			144,600
3303 Accum. Sick Leave			1,350			1,350			1,400
3304 Employee Benefits			23,600			21,514			24,600
3306 Worker's Comp.			1,690			1,690			1,800
3371 Equipment (N)			0			0			1,200
TOTAL EXPENDITURES			161,640			157,138			173,600
0312- REVENUE									
7210 Prov. subsidy 50%			80,820			78,569			86,200
TOTAL REVENUES			80,820			78,569			86,200
REGIONAL SHARE			80,820			78,569			87,400
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET				GROSS	NET	
			1985 ACTUAL TO 1986 BUDGET				7.4%	8.1%	
							10.5%	11.2%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: Supp. Aid 80%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
23's	Supplementary Aid	Units of Service refer to one item as identified per specific category, eg. 1 move, 1 pair of glasses, 1 appliance, etc.	Supplementary assistance to FBA & OAS clients	Unless indicated in the specific accounts below, all costs have been increased by 4% per unit over the 1985 actuals to reflect increases in the costs of providing these items/services. There has been no increase projected in need, ie. units over the 1985 actuals.
2329	Surgical Supplies	Provision of diabetic, colostomy & ileostomy supplies, as well as bandages & dressings.	All costs related to the provision of surgical supplies measured in units.	Suppliers in the Hamilton-Wentworth Region were polled and predict a 10% increase in the provision of these items. The Department has no control over this cost increase.
2332	Funerals & Burials	Provision of one funeral	All costs related to the provision of one funeral	An overall increase of 7% has been forecast in unit costs. There is no control over the Municipal Cemeteries increase of 8.9% or the Catholic Cemeteries increase of 14% (which is the 1st in 4 years). Funeral Homes have requested a 15% increase. The Department is recommending 6%. A separate report to explain this increase is attached. Rate of recovery is calculated into the unit cost.
2335	Prosthetic Appliances	one prosthetic device per client	All costs related to the provision of one prothetic device	Suppliers forecast a 10% increase in unit cost. The Assistive Devices Program has changed to include up to age 21 (from 18) This may partly offset the increase. Therefore a 9% increase in unit cost is forecast.
2336	Vocational Training	Mental Health services per client	All costs related to the provision of Mental Services to one client	The Mental Health Association is requesting a 5% increase in unit cost for 1986. The Department is recommending 4%.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: Supp. Aid 80%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
2337	Dental Services	One treatment per client	Emergency dental work for for eligible client	O.A.S. clients indicate a steady level of service for 1986. Based on the acceptance of a 6.2% increase presently under negotiation with the Ontario Dental Association and an estimated increase of 4% expected April 1/86 to April 1/87, a compounded increase of 9.2% is forecast for 1986 in unit costs.
2342	Travel & Transportation	one taxi fare, one bus pass, or DARTS ride per client	Payment for clients specific transportaton needs, eg. school, medical appointments, etc.	A 6% increase in bus passes, a 5% increase in taxi fares and a recommended increase of 4% for DARTS combined to an overall increase of 4.5% per unit cost.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME
SUB-ACTIVITY: SUPPLEMENTARY AID - 80%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
2329 Surgical Supp. & Dress.	1616	32.25	52,120	2,033	27.55	56,131	2,033	30.31	61,100
2331 Moving	535	143.66	76,860	494	146.65	72,447	494	152.43	75,300
2332 Funerals	89	806.74	71,800	92	888.80	83,651	92	950.98	87,500
2333 Optical Services	15	70.67	1,060	21	61.48	1,308	21	49.05	1,100
2334 Dentures	673	84.00	56,530	742	93.45	57,056	742	97.19	72,100
2335 Prosthetic Appliances	646	124.75	80,590	636	173.31	98,597	636	188.91	120,200
2336 Vocational Training	440	23.64	10,400	444	23.01	10,240	444	23.93	10,700
2337 Dental Services	20	71.50	1,430	135	102.27	12,413	135	111.68	15,100
2338 Household Appliances	499	130.36	65,050	407	147.41	59,371	407	153.31	62,400
2341 Home & Appl. Rep	1019	41.78	42,570	782	40.53	31,695	782	42.20	33,000
2342 Travel Expenses	2186	94.68	206,960	2069	91.54	189,392	2069	95.66	197,900
2343 Psychological Assess	2	300.00	600	1	180.00	180	2	190.00	400
2345 Other-Furniture	383	111.57	42,730	368	120.79	43,354	368	125.62	46,200
TOTAL EXPENDITURES			708,700			715,835			783,500
0312- REVENUE									
7423 Prov. Subsidy 80%			566,960			572,668			626,800
TOTAL REVENUES			566,960			572,668			626,800
REGIONAL SHARE			141,740			143,167			156,700
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			10.6%	10.6%	
							9.5%	9.5%	

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE									
2429 Surg. Supp. & Dress.			100			0			100
2432 Funerals			1,000			1,481			1,600
2433 Optical Service			100			0			100
2434 Dental Services			200			0			200
2442 Transport. Expenses			200			64			100
2445 Other-Furniture			2,000			742			1,000
TOTAL EXPENDITURES			3,600			2,287			3,100
0312- REVENUE									
7424 Prov. Subsidy 100%			3,600			2,287			3,100
TOTAL REVENUES			3,600			2,287			3,100
REGIONAL SHARE			0			0			0
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET		-13.9%	GROSS		NET
				1985 ACTUAL TO 1986 BUDGET*		35.5%		N/A	N/A

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: Low Income (50%)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
25's	Special Assistance - Low Income	One item as identified by specific category	Assistance for Low Income working families	All accounts have been increased similar to the 23's accounts which is basically 4% unless otherwise indicated in the similar accounts.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME
SUB-ACTIVITY: LOW INCOME 50%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
2528 Prescribed Drugs	3134	85.29	267,300	3,408	84.58	288,236	3,408	87.96	299,800
2529 Surg. Supp. & Dress	218	21.61	4,710	228	25.78	5,877	228	28.36	6,500
2530 Travel & Transport	45	2.67	120	23	11.13	256	23	11.74	300
2531 Moving	11	155.45	1,710	12	165.83	1,990	12	172.50	2,100
2532 Funerals	11	1,063.64	11,700	10	995.00	10,542	10	1,065.00	10,700
2533 Optical Services	80	61.75	4,940	101	57.78	5,979	101	46.23	4,700
2534 Dentures	54	97.59	5,270	47	124.75	4,805	47	129.74	6,100
2535 Prosthetic Appl.	50	99.40	4,970	50	195.04	8,674	50	212.59	10,600
2537 Dental Services	192	115.57	22,190	175	143.14	24,951	175	156.31	27,400
2538 Household Appl.	6	131.67	790	6	163.83	983	6	170.00	1,000
2541 Home & Appl. Repairs	1	530.00	530	9	42.22	380	9	44.44	400
2545 Other	4	102.50	410	2	192.00	382	2	200.00	400
TOTAL EXPENDITURES			324,640			353,055			370,000
0312- REVENUE									
7425 Prov. Subsidy 50%			162,320			176,527			185,000
TOTAL REVENUES			162,320			176,527			185,000
REGIONAL SHARE			162,320			176,528			185,000
							GROSS	NET	
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			14.0%	14.0%	
				1985 ACTUAL TO 1986 BUDGET			4.8%	4.8%	

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME
SUB-ACTIVITY: LOW INCOME NON-RESID. 100%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
0361- <u>EXPENDITURE</u>									
2728 Prescribed Drugs			100			0			100
2729 Surg. Supplies			100			0			100
2730 Travel and Transport.			100			0			100
2732 Funerals			1,500			0			1,600
2733 Optical Services			100			0			100
2734 Dentures			100			70			100
2735 Prosthetic Appliances			100			0			100
2745 Other			100			0			100
	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL EXPENDITURES			2,200			70			2,300
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0312- <u>REVENUE</u>									
7424 Prov. Subsidy 100%			2,200			70			2,300
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TOTAL REVENUES			2,200			70			2,300
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	-----	-----	-----	-----	-----	-----	-----	-----	-----
REGIONAL SHARE			0			0			0
	-----	-----	-----	-----	-----	-----	-----	-----	-----
							<u>GROSS</u>	<u>NET</u>	
							4.5%	N/A	
							4.8%	N/A	

% CHANGE

1985 ORIGINAL BUDGET TO 1986 BUDGET
1985 ACTUAL TO 1986 BUDGET

...
of the amount the unit will be given

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: G.W.A. Clients 50%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
26's	Special Assistance GWA clients	one item as identified by the specific category	Assistance for GWA clients for specific items.	There has been a 6% decrease forecast in the 1986 GWA caseload so there is a corresponding decrease projected in units. Each account from 2629 to 2645 has increased similar to the 23's & 25's accounts. Those not included are listed below. Medical examinations have not been increased in unit costs.
2623	Shelter	One month's benefit per client	Supplementary shelter paid to eligible clients in high rent situations.	This payment was made to clients on GWA before the General Shelter Subsidy became effective. It is a "grandfather" payment and due to increases in G.S.S. and going off benefit the units will continue to decrease. The overall units have been decreased by 6%.
2637	Dental Services	One treatment per client	Emergency dental work for eligible clients	Based on the acceptance of a 6.2% increase presently under negotiation with the Ontario Dental Association and an estimated increase of 4% effective April 1/86 to April 1/87, a compounded increase of 9.2% is forecast for 1986. Units have decreased by 6%.
2647	Special Approval (back-to-school clothing)	Total dollars given to one specific family	An allowance paid in September to families with eligible children to enable them to purchase clothes for the children.	The province has increased this allowance for F.B.A. children by 4% eg. from \$46 to \$48 for children ages 4-12 and from \$88 to \$92 for children 13 to 17 who are returning to school. <u>RECOMMENDED:</u> That this allowance be provided again in 1986 and that the Regional rates paid are increased to \$48.00 and \$92.00 respectively.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME
SUB-ACTIVITY : GWA CLIENT 50%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE UNITS	ESTIMATE COST	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE									
2623 Shelter	1239	20.18	25,000	834	21.87	18,237	784	21.87	17,150
2629 Surg. Supplies	613	16.22	9,940	623	16.79	10,460	586	18.44	10,800
2630 Travel & Transport.	4161	35.77	148,840	4,557	34.87	156,757	4,284	36.44	156,100
2631 Moving	226	123.89	28,000	186	132.25	24,599	175	137.57	24,100
2632 Funerals	32	792.81	25,370	22	414.68	9,178	21	443.81	9,300
2633 Optical Services	1345	69.77	93,840	1,226	62.94	77,547	1,152	50.35	58,000
2634 Dentures	567	95.36	54,070	413	115.35	42,576	388	119.96	46,550
2635 Prosthetic Appl.	318	85.85	27,300	346	102.39	32,938	325	111.61	36,300
2636 Vocational Training	46	27.39	1,260	48	40.06	1,895	45	41.67	1,900
2637 Dental Services	3013	92.92	279,980	2,307	119.21	250,197	2,169	130.18	282,400
2638 Household Appl.	127	125.59	15,950	107	144.77	15,191	101	150.56	15,200
2641 Home/Appl. Repairs	177	54.75	9,690	153	51.91	7,942	144	53.97	7,800
2643 Psychological Assess.	58	166.90	9,680	85	188.53	16,025	80	196.05	15,700
2645 Other	236	64.19	15,150	135	125.09	16,125	127	130.09	16,500
2647 Back to School.(Cloth)	1044	100.65	105,080	883	109.69	96,856	830	114.18	94,800
2640 Med Exam (N)	1,807	8.00	14,450	1,565	8.26	12,927	1,471	8.74	12,900
TOTAL EXPENDITURES			863,600			789,450			805,500
0312- REVENUE									
7423 Prov. Subsidy 50%			431,800			388,262			396,300
TOTAL REVENUES			431,800			388,262			396,300
REGIONAL SHARE			431,800			401,189			409,200
% CHANGE			1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET		
			1985 ACTUAL TO 1986 BUDGET			-6.7%	-5.2%		
						2.0%	2.0%		

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Special Income
SUB-ACTIVITY: G.W.A. Clients 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
28's	Special Assistance GWA clients	One item as identified by the specific category	Assistance for GWA client for specific items	These accounts have increased similar to the 23's and 26's accounts respectively.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: SPECIAL INCOME
SUB-ACTIVITY :GWA CLIENTS NON RESD. 100%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	<u>UNITS</u>	<u>COST</u>	<u>ORIGINAL</u>	<u>UNITS</u>	<u>(AVERAGE)</u>	<u>EXPENDITURES</u>	<u>UNITS</u>	<u>(AVERAGE)</u>	<u>PRIATION</u>
0361- <u>EXPENDITURE</u>									
2829 Surg. Supp. & Dress.			100			14			100
2830 Travel & Transport.			5,000			7,032			7,000
2831 Moving			600			503			600
2832 Funerals			1,000			1,346			1,600
2833 Optical Services			1,200			2,140			1,700
2834 Dentures			750			397			500
2835 Prosthetic Appliances			1,750			481			500
2836 Vocational Training			200			0			100
2837 Dental Services			400			0			200
2838 Household Appl.			600			471			600
2841 Home & Appl. Repairs			500			0			200
2845 Other			2,000			2,471			2,500
2847 Back to School Cloth			6,000	62	108.74	6,742	58	113.26	6,600
2843 Psychological Assessment			0			180			200
TOTAL EXPENDITURES			20,100			21,777			22,400
0312- <u>REVENUE</u>									
7424 Prov. Subsidy 100%			20,100			21,777			22,400
TOTAL REVENUES			20,100			21,777			22,400
REGIONAL SHARE			0			0			0
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			11.4%	N/A	
							2.9%	N/A	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1986 BUDGET DETAILS

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Income Maintenance Division- Employment Services Unit

STATEMENT OF PURPOSE: To provide Social Assistance Clients employment services. These are provided through five different projects, ie. Work Activity, Youth Employment Preparation, Job Development, Older Client and Helping Hands.

EMPLOYMENT SERVICES UNIT STRUCTURE: During the last two years the Provincial Ministry of Community and Social Services have expanded the types of employment services for which they are willing to cost-share with the municipalities. The department has utilized many of these and has assigned responsibility for them into one Employment Services Unit as part of the Income Maintenance Division. This action was done for administrative purposes and for better service delivery.

a) Organizational Changes

- consolidation of all employment related services provided by the department into one unit. The manager of the unit will report to the Director of Income Maintenance
- the Helping Hands Program will be transferred from Support Services to Income Maintenance and become part of the unit (one staff member will remain in Support Services to do client needs testing)
- the employment Placement Division will become part of the Employment Services Unit
- All programs and services to be incorporated will still be identified for funding purposes
- the incorporation of the Older Client Project into the structure (temporary for 1 year)
- the emergency hostel services for females will be transferred to Support Services from Income Maintenance.

b) Staffing

- the Director of Employment Placement position will not be replaced. A temporary position of Employment Services Supervisor position will be created.
- the staff complement will be reduced by one temporary clerical position
- only those positions for which long term MCSS funding has been received will remain as permanent (ie. Helping Hands and Work Activity). The others will remain temporary and will only be changed as Ministry funding is changed.
- the upgrading of two social worker I positions to the social worker II level; one supervisory position will receive more responsibility and two clerical positions will receive more responsibility.

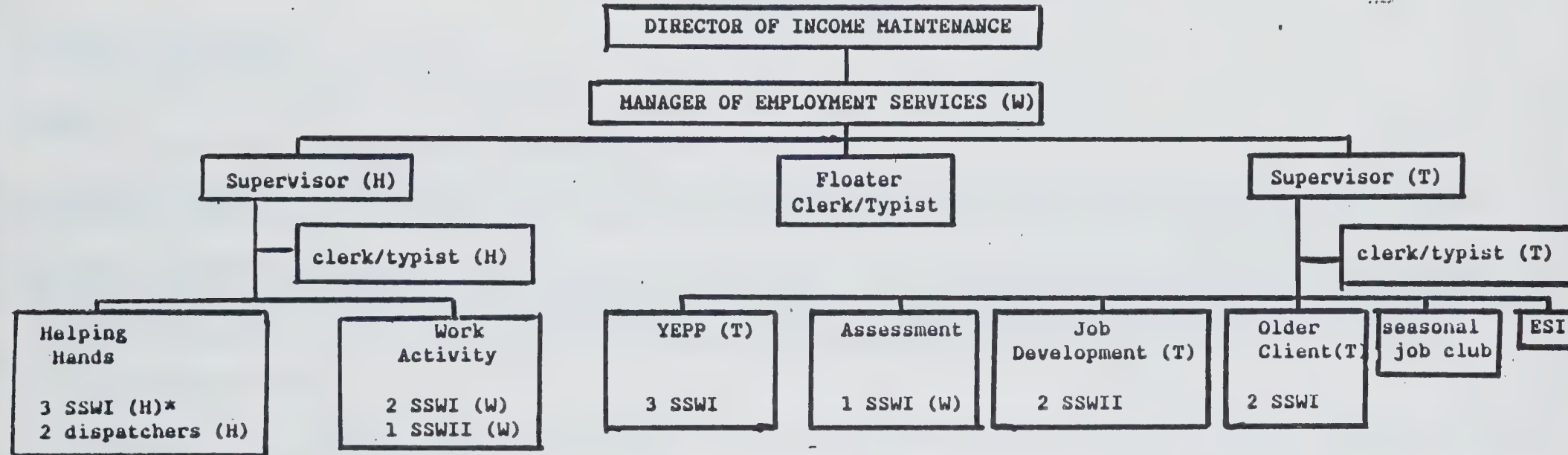
c) Cost Savings

- The recommended staff and organizational changes will result in a cost savings of \$22,808 in Regional Dollars for staff salaries and benefits.
- Overall for a Regional expenditure of \$281,378 a savings of \$735,840 in Regional GWA costs will be made.

In addition to the savings, there will be the added benefit of assisting clients to become re-employed and actively participating in the employment market.

d) Program Changes

- none will occur except the addition of the Older Client Project previously approved by Committee and Council
- there will be a better co-ordination of employment services to the clients of GWA

Employment Services - Organization ChartTotal StaffPresent

1 director
 1 manager
 1 supervisor
 1 SSWII
 13 SSWI
 2 dispatchers
 4 clerk/typist
 23

plus - seasonal job club

Proposed

1 manager
 2 supervisors
 3 SSWII
 11 SSWI
 2 dispatchers
 3 clerk/typist
 22

plus - possible ESI
 seasonal job club

W = Work Activity Project Staff

H = Helping Hands Project Staff

T = Temporary Positions

* = One SSWI will be assigned to Support Services Division for needs testing.

Below is a description of each Section within the Employment Service Unit:

Work Activity

The prime thrust of Work Activity is to prepare individuals for entrance into the employment market or skill training. These goals are accomplished through instructions on life skills, employment training, academic upgrading and on the job training.

Youth Employment Preparation Project

This project assists 16 to 24 year old social assistance clients find employment through individual assessment and referral to employment or training. Providing required employment related expenses to individuals prior to entering the job market is a function of this project.

Job Development

To assist social assistance clients in finding employment. This is accomplished by identifying individual employment problems and discussing with the client methods to overcome them. Further, the job developers' functions include developing lists of current and new employers and referring social service clients to employment or on the job training.

Older Client Project

The function of the Older Client Project is to assist social assistance clients between the ages of 25 and 65 find employment. This is accomplished by individual assessments and referrals to employment or training. This project will be working very closely with the Citizen Action Group.

Helping Hands

The function of Helping Hands is to provide home services for the elderly and/or disabled as well as employment for social service clients who have minor barriers to employment. The goals of the project are as follows:

- To provide house and household repairs (non-trade), heavy cleaning, lawn maintenance, attendant companion to elderly and surrogate care giver in cases of short absence of the parent.
- To provide appropriate training and guidance to the "Hands" while participating in the Home Support Service programme, and to establish work habits, attitudes and presentation in a supportive environment.
- To explore and find competitive employment in the community for the "Hands" who previously have had difficulty in securing and maintaining employment.

Employment Services --Programme Results and ProjectionsWork Activity Project1985 Results1986 Projections

Total # of referrals	288	317
Number of Interviews Scheduled	383	421
Number of People referred to more appropriate programmes	91	100
Total number of actual starts	71	78
Graduated to other skill programmes	17	19
Total number employed full-time	16	18
Total number employed part-time	3	4

Youth Employment Preparation Project

Total number of referrals received	812	893
Number of clients served	272	300
Number of employment plans developed	158	175
Number of interviews conducted	717	790
Number who commenced: Full-time employment	125	138
Part-time employment	19	21
Skill training	8	10
Academic Upgrading	7	10
Pre-employment life/skills	18	20
Active job search	215	237

<u>Job Development (Employment Placement)</u>		<u>1985 Results</u>	<u>1986 Projected</u>
Total number of interviews		1918	N/A**
** The function of Job Development will significantly differ from that of Employment Placement. Therefore, 1986 projections will not be available.			
Number who commenced employment	Third Sector	90	99
	Helping Hands	12	14
	Social Service Employment Programme	10	11
	Ontario Youth Opportunities	31	34
	Career Access Programme/Futures	70	77
	Others (private business)	<u>127</u>	<u>140</u>
TOTAL		340	375
Number who commenced Part-time employment:			
	Student Part-time programme	24	26
Number who have been placed in casual employment		590	N/A*
* A projected number for casual employment is not available at this time as the programme has been altered by the Canada Employment Centre.			

Helping Hands

In 1985 the Helping Hands programme provided 33,952 hours of service to the elderly and handicapped low income families and individuals through its apprenticeship (work placement) programme. During the period of January-Dec. 1985 out of an average 19 crew, 4 persons were hired in the community, 1 person went back to school and 1 person started a business of his own. The success rate for employment for 1985 was 31.6%. During the year, 1 person withdrew from the programme for personal reasons, 4 persons were unsuitable, and one withdrew for health reasons

Older Client Project

The projected 1986 figures for clients placed in full-time, part-time and skills development is approximately 100.

ACTIVITY COST SUMMARY

PROGRAM: INCOME MAINTENANCE ACTIVITY: EMPLOYMENT SERVICES

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROV.	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
WORK ACTIVITY	183,070	180,660	159,137	188,100		188,100	2.7%
YEPP	151,135	151,135	121,012	199,100		199,100	31.7%
JOB DEVELOPMENT	143,070	193,035	144,293	93,000		93,000	-35.0%
HELPING HANDS	413,190	413,190	421,132	431,650		431,650	4.5%
OLDER CLIENT	0	0	0	0	51,680	51,680	
TOTAL EXPENDITURES	890,465	938,020	845,574	911,850	51,680	963,530	8.2%
REVENUES - GROSS							
Prov. Subsidy 50%	172,160	172,160	166,138	120,100		120,100	-30.2%
Prov. Subsidy 80%	267,364	305,488	258,680	375,040	20,670	395,710	48.0%
Prov. Subsidy 100%	0	0	0	0	25,840	25,840	
Prov. Subsidy Other	152,096	152,096	124,039	152,240		152,240	0.1%
TOTAL REVENUES	591,620	629,744	548,857	647,380	46,510	693,890	17.3%
TOTAL EXPENDITURES	298,845	308,276	296,717	264,470	5,170	269,640	-9.8%
				<u>GROSS</u>	<u>NET</u>		
	1985 ORIGINAL BUDGET TO 1986 BUDGET			8.2%	-9.8%		
	1985 ACTUAL TO 1986 BUDGET			13.9%	-9.1%		

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Employment Services
SUB-ACTIVITY: Work Activity

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
4101	Salaries & Wage Adm.			Due to an increase in the level of responsibility for the clerk-typist, the salary level should be increased from E1 to E2. (This will result in additional cost of \$54 to the Region).
4001	Salaries & Wages			A Social Services worker I position is replaced by a social service worker II in order to provide supervisory assistance and leadership to the now combined Work Activity and Helping Hands location. This will result in an increase of \$997 Regional Dollars. Overall the 1986 budget has been kept to a 4.1% increase over 1985 for this Project.
4082				A rental increase from the Board of Education for the City of Hamilton was received Nov. 13, 1985. The rental cost, from \$423 to \$610 per month, represents a 44% increase from last year.
4099				An increase in the selling price of bathboards from \$11.00 to \$13.00 should assist in defraying the additional cost of increased rent.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: EMPLOYMENT SERVICES
 SUB-ACTIVITY: WORK ACTIVITY PROJECT

	1985 BUDGET	PROVINCIAL RATES	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL		ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
4001 Salaries & Wages	93,500	92,600			80,699			95,800
4101 Salaries & Wages-Admin.	49,000	48,000			46,090			54,200
4004 Employee Benefits	19,200	18,300			13,421			16,800
4104 Employee Benefits-Admin.	9,700	9,600			7,385			8,900
4012 Staff Development	1,550	1,040			1,544			1,300
4014 Telephone	2,100	2,550			2,559			2,400
4020 C/B Printing	300	550			586			550
4023 Materials	3,900	3,900			3,844			3,900
4025 Small Tools	400	400			256			400
4055 Operations & Mtce.	75	75			82			100
4075 Equipment	300	300			70			100
4082 Rent	5,745	5,745			5,322			6,750
4087 Culture & Recreation	200	200			133			200
4091 Travel	1,900	1,900			1,406			1,600
4099 Recoveries	-4,800	-4,500			-4,260			-4,900
<hr/>								
TOTAL EXPENDITURES	183,070	180,660			159,137			188,100
<hr/>								
0312- REVENUE								
7620 Prov. subsidy 80%	146,456	144,528			127,310			150,480
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TOTAL REVENUES	0	0			0			150,480
<hr/>								
REGIONAL SHARE	36,614	36,132			31,827			37,620
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% CHANGE

1985 ORIGINAL BUDGET TO 1986 BUDGET
 1985 PROV TO 1986 BUDGET
 1985 ACTUAL TO 1986 BUDGET

GROSS	NET
2.7%	2.7%
4.1%	4.1%
18.2%	18.2%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Employment Services
SUB-ACTIVITY: Youth Employment Preparation Project (YEPP)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3401	Salary and Wages			A change in the level of one SSWII to a SSWI as YEPP job development and lead hand roles will be the responsibility of the job developers. An increase in the level of the clerk-typist from an E1 to an E2 due to an increase in the level of responsibility. These two combined changes will result in savings of \$943 Regional Dollars.
3403	Accum. Sick Leave			
3404	Employee Benefits			
3406	Workers Comp			
3411	Salary & Wage Adm.			The addition of a Supervisor to the unit. The individual is replacing the director who was previously funded under Employment Placement. The Province has been requested to fund this position on an 80/20 basis.
3414	Employee Benefits			
3412	Staff Development			This has been added to provide supervisory training for new supervisor's position and to enable staff to take part in the AIMS annual conference for employment services staff.
3471	Equipment			Office furniture is required by the supervisor of the project.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: EMPLOYMENT SERVICES
SUB-ACTIVITY: YOUTH EMPLOYMENT PREPARATION PROJECT (YEPP)

	<u>1985 BUDGET</u> <u>APPROPRIATION</u> <u>ORIGINAL</u>	<u>1985 ACTUAL</u>			<u>1986 BUDGET</u>		
		<u>ACTUAL</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>EXPENDITURES</u>	<u>BUDGETED</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>APPRO-</u> <u>PRIATION</u>
0361- <u>EXPENDITURE</u>							
3401 Salaries & Wages	79,500			74,534			125,200
3403 Accum. Sick Leave	795			795			1,200
3404 Employee Benefits	13,920			12,348			21,900
3406 Workers' Comp.	995			995			1,600
3412 Staff Development	0			0			800
3420 C/B Print. & Post.	1,300			1,791			1,800
3421 Office Supplies	2,356			1,615			1,900
3471 Equipment	2,769			2,717			2,500
3491 Travel & Expenses-Admin	1,500			1,723			2,200
3492 Travel	36,000			18,965			30,000
3493 Other	12,000			5,529			10,000
 TOTAL EXPENDITURES	 151,135	 -----	 -----	 121,012	 -----	 -----	 199,100
0312- <u>REVENUE</u>							
7220 Prov. Subsidy 80%	120,908			96,810			159,280
 TOTAL REVENUES	 120,908	 -----	 -----	 96,810	 -----	 -----	 159,280
 REGIONAL SHARE	 30,227	 -----	 -----	 24,202	 -----	 -----	 39,820
					<u>GROSS</u>	<u>NET</u>	
% CHANGE		1985 ORIGINAL BUDGET TO 1986 BUDGET			31.7%	31.7%	
		1985 ACTUAL TO 1986 BUDGET			64.5%	64.5%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Employment Services
SUB-ACTIVITY: Job Development

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3001-3091	Job Development			The job development programme has replaced the Employment Placement Division and is now a component of Employment Services. The prime goal of the programme is to assist clients in receipt of Social Assistance to find employment. This is accomplished by developing a list of employer contacts with who federal and provincial job creation programmes are marketed as well as placing clients in employment without programme assistance. Funding for the programme is 80/20.
3001	Salaries & Wages			The project will have 2 SSWII's as job developers. The previous employment placement unit had 2 SSWI's. However, because of the increased responsibility of the position the salary level is increased. Job Development will not have a clerk-typist assigned to it but will share a clerk from within the employment unit. The clerk-typist position is being transferred to the G.W.A. program.
3055	Retirement 50%			Retirement costs, for the director of employment placement for the period January/86 to April 30/86. This position has been replaced by the Supervisor of YEPP.
3012	Staff Development			The Ministry of Community and Social Services is offering a two day seminar for job developers in February, 1986.

SOCIAL SERVICES - 1986 BUDGET DETAIL PROGRAM : INCOME MAINTENANCEACTIVITY: EMPLOYMENT SERVICES

Sub Activity-Job Development

		1985 BUDGET			1986 BUDGET		
0361- EXPENDITURE	APPROPRIATION ORIGINAL(1)	PROVINCIAL ORIGINAL(2)	ORIGINAL COMBINED(3)	1985 ACTUAL	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
3001 Salaries & Wages	107,200	37,520	144,720	108,864			52,300
3003 Accum. Sick Leave	1,080	375	1,455	1,080			550
3004 Employee Benefits	18,760	7,320	26,080	16,551			8,400
3005 Retirement	0	0	0	0			11,400
3006 Workers Comp	1,350	750	2,100	1,350			650
3012 Staff Development	0	200	200	0			700
3014 Telephone	0	800	800	0			2000
3016 C/B Accom/Comm. (N)*	10,140	0	10,140	10,140			10,500
3017 C/B Personnel (N)*	860	0	860	860			900
3018 C/B Finance	1,370	0	1,370	1,200			1,440
3019 C/B Solicitor	320	0	320	320			330
3020 C/B Print. & Post (N)*	210	700	910	971			1,000
3021 Office Supplies(N)*	520	800	1,320	445			1,000
3071 Equipment (N)*	1,000	1,000	2,000	2,028			1,000
3091 Travel & Expenses	260	500	760	525			830
TOTAL EXPENDITURES	143,070	49,965	193,035	144,293			93,000
0312- REVENUE							
7210 Prov. Subsidy 50%	65,170		65,170	44,140			5,700
Prov. Subsidy 80%	0	40,052	40,052	34,560			65,280
TOTAL REVENUES	65,170	40,052	105,222	78,700			70,980
REGIONAL SHARE	77,900	9,913	87,813	65,593			22,020
Note: 1) Orig. Employ Placement - 50% Funding					GROSS	NET	
1985 2) Orig. Munic. Job Devel - 80% Funding					1985 ORIGINAL BUDGET TO 1986 BUDGET	-35.0%	-71.7%
Budget 3) Combined Programs 80% Funding now being requested					1985 COMBINED TO 1986 BUDGET	-37.1%	-66.2%
*It is anticipated that these costs will be funded at 80% for 1986.					1985 ACTUAL TO 1986 BUDGET	-35.5%	-66.4%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Employment Services
SUB-ACTIVITY: Helping Hands - Administration

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3801-3897	Helping Hands			Helping Hands was previously included as part of the Support Services Division. It has been shifted to Income Maintenance and the Employment Services Unit in order to further develop the employment potential of Employment Services.
3001	Salaries & Wages			A reduction in salaries as one SSWI was paid for 6 months, extended sick leave in 1985. An increase in the salary level of the supervisor is forecast because of the increased responsibility of one supervisor for both Helping Hands and Work Activity. The level of this position will be evaluated during the year.
3871	Equipment			A new file cabinet and the replacement of broken chairs are required.
3897	Computer			A more efficient system to record clients who require Helping Hands service as well as recording the hours and wages of the "hands" will directly increase client service and indirectly increase revenues. A P.C. is requested for this purpose.

	1985 BUDGET	1985 ACTUAL	1986 BUDGET
	APPROPRIATION	UNIT COST	UNIT COST
	ORIGINAL	EXPENDITURES	EXPENDITURES
	UNITS	(AVERAGE)	(AVERAGE)
0361- EXPENDITURE			
3801 Salaries & Wages	188,900	203,918	188,900
3803 Accum. Sick Leave	1,800	1,800	1,900
3804 Employee Benefits	16,530	31,428	30,900
3806 Worker's Comp.	2,250	2,250	2,400
3891 Travel & Expenses	4,000	3,806	4,200
3892 Staff Training	500	398	500
3817 C/B Personnel (N)	2,270	2,270	2,400
3818 C/B Finance	2,050	1,900	2,150
3871 Equipment (N)	0	0	1,000
3897 C/B Computer(N)	5,130	5,130	7,000
TOTAL EXPENDITURES	223,430	252,900	241,350
0312- REVENUE			
7514 Prov. Subsidy 50%	106,990	121,998	114,400
TOTAL REVENUES	106,990	121,998	114,400
REGIONAL SHARE	116,440	130,902	126,950
% CHANGE			
	1985 ORIGINAL BUDGET TO 1986 BUDGET	8.0%	9.0%
	1985 ACTUAL TO 1986 BUDGET	-4.6%	-3.0%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Employment Services
SUB-ACTIVITY: Helping Hands - Programme

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3901-3920	Helping Hands Programme			In 1984 the Ministry of Community & Social Services gave permanent status to Helping Hands Programme. Therefore, needs testing for each client became necessary under Homemakers and Nurses Services. Because of the needs testing of all new clients and a review of existing client's status, it was necessary to reduce the programme activity for 1985. This is reflected in reduced service hours given by Helping Hands. It is expected that the situation will stabilize in 1986 and some increases in service hours may occur.
3942	C/B Insurance			A 25% increase over 1985, for 1986, may be a conservative estimate.
3982	Rent			The Board of Education for the City of Hamilton, as landlord has increased the rent 6.7% over 1985.
3985	Equipment & Replacement			In 1985, a truck was purchased for \$16,000.00. As suggested by the Engineering Department, \$4000.00 has been placed in this account for future truck replacement.
3992	Training Expense			Computer software and VCR training tapes are required to upgrade the abilities of the Helping Hands and to reduce training time.

OOICIAL SERVICES - 1986BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: EMPLOYMENT SERVICES
SUB-ACTIVITY: HELPING HANDS PROGRAM

	1985 BUDGET	1985 ACTUAL	1986 BUDGET
	APPROPRIATION		BUDGETED UNIT COST APPRO-
0361- EXPENDITURE	ORIGINAL	UNITS (AVERAGE) EXPENDITURES	UNITS (AVERAGE) PRIATION
3901 Salaries & Wages	160,160	136,874	167,450
3904 Employee Benefits	6,500	6,341	8,400
3906 Work. Comp.	2,000	2,000	2,000
3911 Communications	4,500	3,468	4,500
3942 C/B Insurance	1,500	1,500	2,000
3982 Rent	2,200	2,643	2,850
3985 Equip. & Replace.	16,000	16,871	5,000
3987 Office Expenses	2,000	1,300	2,500
3991 Travel	10,400	8,585	10,400
3992 Training Expenses	300	64	1,000
3995 Protective Clothing	1,000	554	1,000
3996 Maintenance	3,000	1,964	3,000
3920 C/B Printing	200	137	200
EXPENDITURES	209,760	182,301	210,300
RECOVERIES	-20,000	-14,069	-20,000
TOTAL EXPENDITURES	189,760	168,232	190,300
0312- REVENUE			
7515 Prov. Subsidy	152,096	124,039	152,240
TOTAL REVENUES	152,096	124,039	152,240
REGIONAL SHARE	37,664	44,193	38,060

% CHANGE	1985 ORIGINAL BUDGET TO 1986 BUDGET	GROSS NET
	1985 ACTUAL TO 1986 BUDGET	0.3% 1.1%
		-13.9% -13.9%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
 DEPARTMENT OF SOCIAL SERVICES
 1986 BUDGET DETAILS

PROGRAM: Income Maintenance
 ACTIVITY: Employment Services
 SUB-ACTIVITY: Older Client Project

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
9301-9306	Older Client Project			<p>The committee and Council approved the development and implementation of the Older Client Project. The project will begin February, 1986. It is a joint venture inconjunction with Citizen Action Group to counsel and market "older" employable General Welfare Recipients. Funding for the project is through the Social Services Employment Programme. The first six months of the project is funded at 100%. The remaining six months will be funded at 80%. Two Social Service worker I's will be assigned to the Project.</p>

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM: INCOME MAINTENANCE EMPLOYMENT SERVICES
 SUB-ACTIVITY: OLDER CLIENT PROJECT

	1985 BUDGET APPROPRIATION ORIGINAL	1985 ACTUAL ACTUAL UNITS	1985 ACTUAL UNIT COST (AVERAGE)	1986 BUDGET EXPENDITURES	1986 BUDGET BUDGETED UNITS	1986 BUDGET UNIT COST (AVERAGE)	APPRO- PRIATION
0361- <u>EXPENDITURE</u>							
9301 Salaries & Wages	0			0			43,500
9303 Accum.Sick Leave	0			0			430
9304 Employee Benefits	0			0			7,200
9306 Worker's Comp.	0			0			550
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES	0			0			51,680
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
0312 - <u>REVENUES</u>							
Prov. Subsidy 80%	0			0			20,670
Prov. Subsidy 100%	0			0			25,840
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	0			0			46,510
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
REGIONAL SHARE	0			0			5,170
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
1985 ORIGINAL BUDGET TO 1986 BUDGET		<u>GROSS</u>	<u>NET</u>				
1985 ACTUAL TO 1986 BUDGET		N/A	N/A				
		N/A	N/A				

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH.
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAIL

PROGRAM:

Income Maintenance

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITY:

Hostels

PURPOSE:

To provide mandatory services under the General Welfare Assistance Act.

OBJECTIVES:

To provide residential services through purchase of service contracts to families and individuals in crisis.

MEASUREMENT OF SERVICE LEVEL:

The unit of service is one day's board and lodging.

ACTIVITIES:

To determine eligibility and provide planning and guidance for persons in these facilities.
To provide board and lodging for indigent persons. Temporary overnight care to a maximum of five days.
Longer stays are allowed for special reasons, eg. victims of family violence, child abuse, those on a treatment program, maternity, etc.

ACTIVITY COST SUMMARY

		PROGRAM: INCOME MAINTENANCE		ACTIVITY: HOSTELS		
EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Administration	57,610	59,387	62,800	0	62,800	9.0%
Hostels 80%	874,840	797,739	1,034,600	0	1,034,600	18.3%
Hostels 100%	77,890	42,831	56,900	0	56,900	-26.9%
TOTAL EXPENDITURES	1,010,340	899,405	1,154,300	0	1,154,300	14.2%
REVENUES - GROSS						
Prov. Subsidy 50%	28,805	29,694	31,400	0	31,400	9.0%
Prov. Subsidy 80%	699,872	637,750	827,680	0	827,680	18.3%
Prov. Subsidy 100%	77,890	42,831	56,900	0	56,900	-26.9%
TOTAL REVENUES	806,567	710,274	915,980	0	915,980	13.6%
TOTAL EXPENDITURES	203,773	189,131	238,320	0	238,320	17.0%
				GROSS	NET	
1985 ORIGINAL BUDGET TO 1986 BUDGET				14.2%	17.0%	
1985 ACTUAL TO 1986 BUDGET				28.3%	26.0%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Administration

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
3501-3506				<p>For 1986 the hostel unit will be grouped into 2 categories. Those providing services to men, single women and special treatment facilities form one group. They will be serviced by one social service worker and remain in the Income Maintenance Division. The other group, those who provide services for families, victims of family violence, and teenagers, will form the other group. These will be serviced by one social service worker under the Support Services Division. The hostels which will be the responsibility of Support Services have been noted with (S) on the budget pages. For the 1986 budget process the whole units activities and costs have been combined on the following pages.</p> <p>The reason for the division in administrative responsibilities of the hostel unit is to enable one division, Support Services to provide all the services for families, victims of families violence and related services under one umbrella.</p>

0361- EXPENDITURE
3501 Salaries & Wages
3503 Accum Sick Leave
3504 Employee Benefits
3506 Workers' Comp.

0312-- REVENUE
7210 Prov. Subsidy 50%

REGIONAL SHARE

<u>1985 BUDGET</u>			<u>1985 ACTUAL</u>			<u>1986 BUDGET</u>		
<u>ESTIMATE</u> <u>UNITS</u>	<u>ESTIMATE</u> <u>COST</u>	<u>APPROPRIATION</u> <u>ORIGINAL</u>	<u>ACTUAL</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>EXPENDITURES</u>	<u>BUDGETED</u> <u>UNITS</u>	<u>UNIT COST</u> <u>(AVERAGE)</u>	<u>APPRO-</u> <u>PRIATION</u>
		48,100			48,877			51,400
		480			480			500
		8,420			9,420			10,300
		610			610			600
-----	-----	-----	-----	-----	-----	-----	-----	-----
		57,610			59,387			62,800
-----	-----	-----	-----	-----	-----	-----	-----	-----
		28,805			29,693			31,400
-----	-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----	-----
		28,805			29,694			31,400
-----	-----	-----	-----	-----	-----	-----	-----	-----
	% CHANGE		1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
						9.0%	9.0%	
			1985 ACTUAL TO 1986 BUDGET			5.7%	5.7%	

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Hostels 80% & 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1515,1615	Bold Park Lodge	One overnight stay with three meals	Overnight care and Alcohol Rehabilitation program.	A request for a \$19.24 per diem for 4380 units was received from this organization. An increase of 4% in the per diem to \$20.00 and a contract for 3234 units which is the same level of usage as 1985 is suggested. <u>Recommended:</u> That a contract for \$64,700 at a \$20.00 per diem be allocated for 1986.
1522,1622	Native Women's Centre	One overnight stay with three meals		The per diem rates for these hostels have been increased by 4%. The budgeted units have been forecast to be the same as the actual units for 1985. These agencies did not request any specific per diem or units.
1523,1623	Salvation Army			
1516,1616	St. Simeon House	One overnight stay with three meals	Temporary overnight care to women	The per diem rate for this hostel has been increased by 4% to \$20.00. The units were increased by 11% over the 1985 actuals to reflect expected increased use. The agency did not request any specific per diem or units.
1517, 1617	Elizabeth Fry	One overnight stay with three meals	Correctional Services Halfway House	A request for a \$20.11 per diem for 876 units are received from this agency. An increase of 4% in the per diem to \$20.00 and a contract for 38 units which is the same level of useage as 1985 is suggested. <u>Recommended:</u> That a contract for \$800 at \$20.00 per diem be allocated for 1986.
1518,1618	Good Shepherd	One overnight stay with three meals	Temporary overnight care for men	This agency expects to increase its bed capacity by 8 beds to 26 in 1986. A request for a per diem rate increase of 5% was received. An increase of 4% in per diem and 2.2% in units is suggested. <u>Recommended:</u> That a contract for \$93,900 at a \$20.00 per diem be allocated for 1986.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Hostels 80% & 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1519, 1619	Hope Haven	One overnight stay with three meals. Yearly rate for provision of counselling	Temporary care for women and families specifically for abused women (children) of alcoholic partners.	<p>During 1985 a two formula funding system was provided to this hostel, \$19.24 for non-abuse units and \$23.30 for abuse units. These latter units were also provided \$3000 per year per bed in counselling subsidy. These combined to a total expenditure of \$64,065 for 1985. For 1986 the Province has approved a maximum per diem of \$25 (a 7.3% increase over the \$23.30 maximum for 1985). Due to the nature of the services provided, the department is suggesting the maximum per diem be allocated. The \$3000 counselling subsidy has been increased to \$3100 maximum. The number of abuse beds has also been established by the 1985 experience. Thus to enable the agency to plan ahead on the number of staff required the \$3000 per year per bed counselling subsidy should be increased to \$3100 and paid on the 1985 experience and not on the 1986 occupancy rates. This will be paid quarterly and re-established yearly for the following year. Thus the 1986 budget for this hostel is suggested to be as follows (based on the 1985 actual units)</p> <p>Per diem for "abuse" units: 1793 units X \$25.00 = \$44,800 Per diem "non-abuse" units: 35 units X \$20.00 = \$ 7,000 Counselling subsidy for "abuse" beds: 5 beds X \$31.00 = <u>\$15,500</u> TOTAL ----- <u>\$67,300</u></p>

No specific request was received from this agency.
Recommended: That a contract be allocated for provision of two types of services ie transition house services funded at \$25. and regular hostel services funded @ \$20.00 per diem; that a \$3100 per year counselling subsidy be allocated for 5 beds to cover any potential deficits and that the contract have a total maximum allocation of \$67,300.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Hostels 80% & 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1520,1620	Inasmuch House	One overnight stay with three meals. Yearly rate for provision of counselling	Temporary care for women and children with a specific program for abused women and their families	<p>During 1985 a two formula funding system was provided to this hostel, \$19.24 for non-abuse units and \$23.30 for abuse units. These latter units were also provided \$3000 per year per bed in counselling subsidy. These combined to a total expenditure of \$190,486. for 1985. For 1986 the Province has approved a maximum per diem of \$25 (a 7.3% increase over the \$23.30 maximum for 1985). Due to the nature of the services provided, the department is suggesting the maximum per diem be allocated. The \$3000 counselling subsidy has been increased to \$3100 maximum. The number of "abuse" beds has also been established by the 1985 experience. Thus to enable the agency to plan ahead on the number of staff required the \$3000 per year per bed counselling subsidy should be increased to \$3100. and paid on the 1985 experience and not on this 1986 occupancy rates. This will be paid quarterly and re-established yearly for the following year. Thus the 1986 budget for this hostel is suggested to be as follows (based on the 1985 actual units):</p> <p>Per diem "abuse units: 5597 units X \$25.00 = \$139,900 Per diem "non-abuse units 1154 units X \$20.00=\$ 23,100 Counselling subsidy for "abuse" beds 15.3 beds X \$31.00 = \$ 47,400 TOTAL ----- \$210,400</p> <p>This agency requested a 5% increase in per diem and that 90% of their occupied beds be designated for the counselling subsidy. A 4% increase for abuse beds to \$20.00 and a 7.3% increase for abuse beds to \$25.00 is recommended. 83% of the hostel's occupied beds were identified as "abuse". This rate is recommended for 1986 (15.3 beds)</p> <p><u>Recommended:</u> That a contract be allocated for provision of two types of services ie transition house services funded at \$25. and regular hostel services funded at \$20.00 per diem; that a \$3100 per year counselling subsidy be allocated for 15.3 beds to cover any potential deficits that the contract have a total maximum of \$210,400.</p>

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Hostels 80% & 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1521,1621	Mission Services	One overnight stay with three meals	Temporary overnight care for men	This agency requested a 5% increase in the per diem rates to \$14.41. They expect to have about 8395 units. Based on the 1985 actual units of 8647 and an increase of 4% over 1985 rates a maximum contract of \$123,400 is suggested. <u>Recommended:</u> That a contract for \$123,400 at \$14.27 per diem be allocated for 1986.
1524,1624	Martha House	One overnight stay with three meals	Temporary overnight care for women	This agency requested a per diem increase of 5%. They have increased their dormitory capacity by 5 beds to 17. An increase of 4% in per diem and 2% in units is suggested. <u>Recommended:</u> That a contract for \$55,500 at a \$20.00 per diem be allocated for 1986.
1525, 1625	St. Martin's Manor	One overnight stay	Temporary care for pregnant single women.	This agency requested a per diem of \$20.00 for 3723 units. Based on 2355 actual units used in 1985 and a 4% increase in per diems to \$20.00 a contract for \$47,100 is suggested. <u>Recommended:</u> That a contract for \$47,100 at a \$20.00 per diem be allocated for 1986.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: Income Maintenance
ACTIVITY: Hostels
SUB-ACTIVITY: Hostels 80% & 100%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1526 & 1626	Ellis House	One overnight stay with three meals	Overnight care and alcohol rehabilitation program for women.	Funding was approved for the last 3 months of 1985. For 1986 a full year's funding is forecast and the \$20.00 per diem is suggested. The agency requested a per diem of 19.24 for 2555 units. <u>Recommended:</u> That a contract for \$51,100 at a \$20.00 per diem be allocated for 1986.
1527 & 1628	Interval House	One overnight stay with three meals. Yearly rate for provision of counselling.	Temporary care for victims of family violence	see supplementary report.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: HOSTELS

SUB-ACTIVITY: HOSTELS 80%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
1515 Bold Park Lodge	2,867	19.24	55,170	2730	19.24	51,429	2730	20.00	54,600
1516 St. Simeon House	1,384	19.24	26,630	1,077	19.24	20,726	1200	20.00	24,000
1518 Good Shepherd	6,886	13.72	95,850	6,361	13.72	87,274	6500	14.27	92,800
1521 Mission Services	10,267	13.72	140,860	8,242	13.72	113,079	8242	14.27	117,600
1522 Native Women's Centre	1,025	19.24	19,720	944	19.24	18,163	944	20.00	18,900
1523 Salvation Army	10,107	13.72	138,670	7,419	13.72	101,787	7,419	14.27	105,900
1526 Ellis House				491	19.24	9,442	2,190	20.00	43,800
1530 Sal. Army-Trans. Exp.			3,100			4,205			4,600
1728 Personal Needs	744	77.00	57,290	678	77.00	51,656	678	77.00	52,200
1517 Elizabeth Fry (S)	39	19.24	750	33	19.24	635	33	20.00	700
1519 Hope Haven(abuse)(S)	2,378	28.45	68,430	2,144	28.45	64,065	1,793	25.00	44,800
Hope Haven(non-abuse)(S)							321	20.00	6,400
Hope Haven (counselling)(S)							5	3,100.00	15,500
1520 Inasmuch House (S)	5,235	28.45	150,680	6,398	28.45	183,686	5,597	25.00	139,900
Inasmuch (Non-abuse)(S)							801	20.00	16,000
Inasmuch (counselling)(S)							15.3	3,100.00	47,400
1524 Martha House (S)	2,568	19.24	49,410	2,565	19.24	49,357	2,600	20.00	52,000
1525 St. Martins Manor (S)	3,549	19.24	68,280	2,166	19.24	41,683	2,166	20.00	43,300
Interval House (abuse) (S)							4,184	25.00	104,600
Interval House (counsell)(S)							16	3,100.00	49,600
TOTAL EXPENDITURES			874,840			797,187			1,034,600
0312- REVENUE									
7430 Prov. Subsidy 80%			699,872			637,750			827,680
TOTAL REVENUES			699,872			637,750			827,680
REGIONAL SHARE			174,968			159,437			206,920
			% CHANGE	1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			18.3%	18.3%	
							29.8%	29.8%	

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : INCOME MAINTENANCE ACTIVITY: HOSTELS
 SUB-ACTIVITY: HOSTELS 100%

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
1615 Bold Park Lodge	485	19.24	9,330	504	19.24	9,706	504	20.00	10,100
1616 St. Simeon House	130	19.24	2,500	228	19.24	4,387	250	20.00	5,000
1618 Good Shepherd	115	13.72	1,580	113	13.72	1,550	150	14.27	2,100
1621 Mission Services	899	13.72	12,300	405	13.72	5,553	405	14.27	5,800
1622 Native Women's Centre	382	19.24	7,350	46	19.24	885	60	20.00	1,200
1623 Salvation Army	1,029	13.72	14,120	142	13.72	1,945	180	14.27	2,600
1626 Ellis House			0			0	365	20.00	7,300
1828 Personal Needs	136	77.00	10,470	61	77.00	5,229	61	77.00	4,700
1617 Elizabeth Fry (S)	5	19.24	100	0	19.24	0	5	20.00	100
1619 Hope Haven (Non abuse)(S)	355	28.45	10,210	0	19.24	0	30	20.00	600
1620 Inasmuch House (non-abuse)	121	28.45	3,480	353	19.24	6,800	353	20.00	7,100
1624 Martha House (S)	264	19.24	5,080	163	19.24	3,140	175	20.00	3,500
1625 St. Martin's Manor(S)	71	19.24	1,370	189	19.24	3,636	189	20.00	3,800
Interval House (abuse) (S)			0			0	120	25.00	3,000
TOTAL EXPENDITURES			77,890			42,831			56,900
0312 REVENUE									
7210 Prov. Subsidy 100%			77,890			42,831			56,900
TOTAL REVENUES			77,890			42,831			56,900
REGIONAL SHARE			0			0			0
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			-26.9%	N/A	
							32.8%	N/A	

SOCIAL SERVICE BUDGET
1986
SOCIAL PLANNING & POLICY DEVELOPMENT

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
PROGRAM DESCRIPTION

PROGRAM:

Social Planning & Policy Development

RESPONSIBILITY CENTRE:

Health & Social Services Committee

ACTIVITY:

Service Planning, Co-ordination, and Development; Social Service Grants; Counselling Contracts

PURPOSE:

To liaise closely with existing groups, research and document needs and develop appropriate plans of action.

GOAL:

To work with existing programme providers and planners, in the public and voluntary sector, to develop and maintain a comprehensive social service delivery system within the Region, within current budget restraints.

OBJECTIVES:

A. SOCIAL PLANNING

- 1) Collaborating with physical and social planners.
- 2) Sharing data basis and information.
- 3) Advising and guiding service personnel.
- 4) Researching needs and resources.
- 5) Providing staff services to permanent and ad hoc Regional Committees.

B. SOCIAL SERVICE GRANTS

- 1) To continue to refine policy and procedure guidelines.
- 2) To improve collaboration with other funding sources.

C. COUNSELLING CONTRACTS

- 1) To adhere to cost-sharing guidelines as outlined by the Province.
- 2) To explore performance measurement re cost-effectiveness of the programme.
- 3) To assist agencies to fund services delivered.

PROGRAM COST SUMMARY

DIVISION: SOCIAL PLANNING AND POLICY DEVELOPMENT
PROGRAM: General Administration

EXPENDITURES - GROSS	1985 ORIGINAL	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Administration	90,350	89,702	114,470		114,470	26.7%
Purchased Counselling	546,625	532,283	556,700		556,700	1.8%
TOTAL EXPENDITURES	636,975	621,985	671,170		671,170	5.4%
REVENUES - GROSS						
Prov. Subsidy 50%	40,955	39,862	52,110		52,110	27.2%
Prov. Subsidy 80%	437,300	425,261	445,360		445,360	1.8%
TOTAL REVENUES	478,255	465,123	497,470		497,470	4.0%
TOTAL EXPENDITURES	158,720	156,862	173,700		173,700	9.4%
					GROSS	NET
					1985 ORIGINAL BUDGET TO 1986 BUDGET	1.8%
					1985 ACTUALS TO 1986 BUDGET	4.0%

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SOCIAL PLANNING & POLICY DEVELOPMENT ACTIVITY: ADMINISTRATION

	1985 BUDGET			1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
0361- EXPENDITURE									
1301 Salaries & Wages			66,100			66,300			83,400*
1303 Accum. Sick Leave			670			670			850
1304 Employee Benefits			11,570			9,199			15,800
1306 Workers Comp			830			830			1,050
1318 C/B Finance			2,320			2,190			2,450
1319 C/B Solicitor			160			160			170
1391 Travel & Expense			260			375			500
1316 C/B Accom/Comm.(N)			6,420			6,420			6,650
1317 Personnel (N)			430			430			400
1320 C/B Print & Post(N)			1,070			2,019			2,000
1321 Office Supplies (N)			520			1,109			1,200
1371 Equipment (N)			0			0			
TOTAL EXPENDITURES			90,350			89,702			114,470
0312- REVENUE									
7210 Prov Subsidy 50%			40,955			39,862			52,110
TOTAL REVENUES			40,955			39,862			52,110
REGIONAL SHARE			49,395			49,840			62,360
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET			GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET			26.7%	26.2%	
							27.6%	25.1%	

Note: Acct #0361-1301 - *This increase includes the addition of a 1/2 time SSWII to cover some of the additional work and responsibilities that have accumulated in the Division over the past three years.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: SOCIAL PLANNING AND POLICY DEVELOPMENT
ACTIVITY: PURCHASE OF SERVICE - COUNSELLING

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
<u>FAMILY SERVICES</u>				
1462	Individual	one 1 hr. session	Individual and	-Agency requests a 7.6% increase over 1985 Actual -4% increase over 1985 actual is recommended.
1463	Group	one 1 1/2 hr session	Group	
1460	Non-Case Oriented	one 1 hr session	Counselling	
1461	Family Life	one 2 hr session		
<u>ALTERNATIVES FOR YOUTH</u>				
1455	Individual	one 1 hr. session	Individual and Group Counselling	-Agency requests a 16.7% increase over 1985 actual -4% increase over 1985 actual is recommended
	Group	one 1 1/2 hr. session		
<u>BIG BROTHER ASSOCIATION</u>				
1458	Individual	one 1 hr. session	Individual and Group Counselling	-Agency request a 5% increase over 1985 actual - 4% increase over 1985 actual is recommended
	Group	one 1 1/2 hr. session		
<u>PASTORAL COUNSELLING SERVICE</u>				
1465		one 1 hr. session	Individual Counselling	-Contract in 1985 was for 8 months; agency requests more than annualized amount + 4%. Annualized amount +4% is recommended.
<u>MARY ELLIS HOUSE</u>				
	Ellis House Prog	one day session	day programme	This is a new programme, approved for cost-sharing by the Province, \$2,000 is recommended as an allocation for 1986.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

PROGRAM: SOCIAL PLANNING AND POLICY DEVELOPMENT
ACTIVITY: PURCHASE OF SERVICE - COUNSELLING

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
<u>CATHOLIC SOCIAL SERVICES</u>				
1464	Individual Group	one 1 hr. session one 1 1/2 hr. session	Individual and Group	-Agency requests a 27.5% increase over 1985 actual. -A 4% increase over 1985 actual is recommended.
<u>ELIZABETH FRY SOCIETY</u>				
1452	Individual	one 1hr session	Individual Counselling	-Agency requests a 61.5% increase over 1985 actual. - A 4% increase over 1985 actual is recommended.
<u>JOHN HOWARD SOCIETY</u>				
1457	Individual	one 1 hr. session	Individual Counselling	-Agency requests an 8% increase over 1985 actual. -A 4% increase over 1985 actual is recommended.
<u>CANADIAN HEARING SOCIETY</u>				
1456	Individual	one 1 hr. session	Individual Counselling	-Agency requests a 52% increase over 1985 actual. -A 4% increase over the 1985 actual is recommended.

Proposal: That, to ease administration for the agencies and the Department, uniform rates for counselling be adopted in 1986.

Effect on Agencies:

Provincial and Regional guidelines dictate a 4% increase in the overall counselling budget: from \$535,287 to \$556,700. The proposed uniform rates can be applied without jeopardizing the 4% increase awarded each agency.

Those contracts which will invoice for fewer units, will do so at an increased rate - John Howard Society; Big Brothers (Group & Defensing Programmes); Alternatives for Youth (Individual); Canadian Hearing Society; Family Services (Non-Case Oriented, Family Life, & Group Counselling); Catholic Social Services (Individual).

Those contracts which must invoice for more units but should have no trouble generating them because they are forecasting the required number or many more than the required number in 1986 - Elizabeth Fry Society; Alternatives for Youth (Group); Catholic Social Services (Group); Pastoral Counselling Centre.

Those contracts which must invoice for more units and, according to their 1985 performance, should be able to achieve them in 1986 - Family Services (Individual); Big Brothers (Individual).

Recommendation:

That the 1986 Budget proposal as outlined on Page 88, be approved for Purchase of Counselling Services.

Prepared by Norma Walsh

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM: SOCIAL PLANNING & POLICY DEVELOPMENT

ACTIVITY: PURCHASED COUNSELLING

	1985 BUDGET				1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION		ACTUAL	UNIT COST	EXPENDITURES	BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	UNITS	COST	ORIGINAL	PROVINCIAL	UNITS	(AVERAGE)		UNITS	(AVERAGE)	PRIATION
1452 Elizabeth Fry Coun.	325	40.53	13,620	13,172	325	40.53	13,172	342	40.00	13,700
1455 Alt.for Youth-Indiv.	1074	34.70	37,740	37,268	1053	34.70	36,515	949	40.00	38,000
-Group	146	29.00	4,235	4,234	70	29.00	2,030	105	20.00	2,100
1456 Canadian Hearing Soc.	451	19.70	9,060	8,880	338	30.00	9,678	263	40.00	10,500
1457 John Howard Society	490	37.86	19,180	18,551	490	37.86	18,551	482	40.00	19,300
1458 Big Brother Ass.-Ind.	1000	39.15	39,700	39,150	1000	39.15	39,150	1017	40.00	40,700
-Group	294	16.89	5,270	4,966	294	16.89	4,966	258	20.00	5,200
-Defensing Programme(I)	313	6.56	2,510	2,053	313	6.56	2,053	106	20.00	2,100
(Group)	8	45.20		362	8	45.20	362	9	40.00	400
1460 Family Services										
-Non-Case Oriented	189	26.46	5,000	5,001	189	26.46	5,001	130	40.00	5,200
1461 -Family Life	1885	37.85	75,850	71,347	1760	37.85	71,347	1732	40.00	69,300
1462 -Individual Coun.	5438	54.02	296,840	293,761	5544	54.02	293,761	5664	55.00	311,500
1463 -Group Counselling	178	15.57	2,770	2,771	112	15.57	2,771	91	20.00	1,800
1464 Catholic Soc. Serv										
-Individual Coun.	532	46.73	25,235	24,861	532	46.73	24,861	470	55.00	25,900
-Group Coun.	277	19.53	5,625	5,410	277	19.53	5,410	281	20.00	5,600
1465 Pastoral Coun. Ctne	100	35.00	3,990	3,500	63	35.00	2,655	86	40.00	3,400
* Mary Ellis House			0	0*+4%			0	100	20.00	2,000
TOTAL EXPENDITURES			546,625	535,287			532,283			556,700
0312- REVENUE										
7410 Prov. Subsidy 80%			437,300	428,230			425,261			445,360
TOTAL REVENUES			437,300	428,230			425,261			445,360
REGIONAL SHARE			109,325	107,057			107,022			111,340
% CHANGE				1985 ORIGINAL BUDGET TO 1986 BUDGET				GROSS	NET	
				1985 ACTUAL TO 1986 BUDGET				1.8%	1.8%	
								4.6%	4.0%	

SOCIAL SERVICE BUDGET
1986
SUPPORT SERVICES DIVISION

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION

PROGRAM COST SUMMARY

EXPENDITURES - GROSS	1985 ORIGINAL	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Divisional Administration	83,920	82,817	90,300		90,300	7.60%
Day Care	4,137,400	4,213,780	4,597,440	619,100	5,216,540	26.08%
Homemakers & Nurses Serv.	710,568	715,758	835,300		835,300	17.55%
Allocated Admin. Costs C/B	118,065	112,416	125,570		125,570	6.36%
TOTAL EXPENDITURES	5,049,953	5,124,771	5,648,610	619,100	6,267,710	24.11%
REVENUES - GROSS						
Provincial Subsidy - 50%	77,414	71,075	102,720	0	102,720	32.69%
Provincial Subsidy - 80%	3,817,831	3,976,461	4,299,480	495,280	4,794,760	25.59%
Provincial Subsidy - 100%	50,000	15,234	0		0	-100.00%
TOTAL REVENUES	3,945,245	4,062,770	4,402,200	495,280	4,897,480	24.14%
REGIONAL SHARE 20%	954,463	927,627	1,074,880	123,820	1,198,700	25.59%
REGIONAL SHARE 50%	77,414	71,076	102,720		102,720	32.69%
REGIONAL SHARE 100%	72,831	63,298	68,810		68,810	-5.52%
TOTAL REGIONAL SHARE	1,104,708	1,062,001	1,246,410	123,820	1,370,230	24.04%
					<u>GROSS</u>	<u>NET</u>
1985 ORIGINAL TO 1986 BUDGET					24.1%	24.0%
1985 ACTUAL TO 1986 BUDGET					22.3%	29.0%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
PROGRAM DESCRIPTION

PROGRAM:

Support Services Division

RESPONSIBILITY CENTRE:

Health and Social Services Committee

ACTIVITY:

Divisional Administration (80%)

STATEMENT OF PURPOSE:

To facilitate managing of the activities of Regional Social Services by administering, planning and implementing the provision of all Regional Programmes under Support Services Division.

OBJECTIVES:

To direct a provision of subsidized Day Care, Homemaking and Nursing Services, Home Management, Family Life Skills Counselling, and Women's Hostels under the Day Nurseries, Homemakers and Nurses Services, General Welfare Assistance and Family Benefits Assistance Acts, Regulations, Standards, and Guidelines and Regional policies and procedures through:

- (a) Purchase of Service - Licensed Nurseries Programmes;
- (b) Private Home Day Care Programmes;
- (c) Direct Service, Red Hill Family Centre integrated Programme;
- (d) Homemakers and Nursing Services, Home Management;
- (e) Home Management
- (f) Women's Hostels see P.79 & 80.
- (g) Counselling

To provide data for evaluation, revision and budgeting of all programmes and provide data on programme policies and a use of community resources related to Support Services.

To develop mechanisms for supporting and assisting local child care, family and service and social service agencies in working with handicapped children and adults, abused wives, children and their families, elderly and convalescing.

To develop and maintain mechanisms for staff training and development.

To develop and maintain mechanisms for supporting the efforts of the management team of the Department.

MEASUREMENT OF SERVICE LEVEL:

See each programme for details.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
PROGRAM DESCRIPTION

ACTIVITY: (continued)

Divisional Administration (80%)

ACTIVITIES:

ADMINISTER and supervise all the programmes of the Support Services Division (see objectives)

PREPARE, supervise and approve Divisional and staff performance objectives.

EVALUATE existing programmes - impact evaluation on services rendered (see each programme measurement of service)

PLAN - preplanning on programmes, projects, operations, policies and pilot projects; co-ordinate mechanisms for assisting and collaborating with other social service agencies - strategic planning related to mandate.

COLLECT, organize and analyze data for revision and development of programmes, development of the policies and preparation of budgets.

MAKE recommendations for policy changes - observe related legislative changes.

PARTICIPATE IN AND COLLABORATE ON THE Community Child Abuse Council and its activities, and activities related to wife battering and spousal abuse.

PARTICIPATE IN AND COLLABORATE ON THE Social Services Management Team and Departmental projects, develop services for abused families (wife battering, child abuse).

WRITE information sharing reports on inter and intra agency level.

ACT as a liaison between other municipalities, the Ministry and other Community and Regional Social Service Agencies for information and consultation on Regional Support Service projects.

COMMENTS:

Administrative cost is divided among 6 units of the Division with 80% subsidy and two with 50% subsidy

RESPONSIBILITY CENTRE: Health and Social Services Committee

PROGRAM: Support Services Division

ACTIVITIES: Homebased Services and Red Hill Family Centre

REQUESTED CHANGE IN SERVICE:

Request for Area Manager and one additional Home Management Worker

ORIGIN: The relocation of the Homebased Services (Private Home Day Care and Home Management) in September 1985 to the Red Hill Family Centre.

ANALYSIS: The above move was felt necessary for the following reasons:

1. Very crowded conditions on the 12th Floor of the Social Services Department, where these services were located previously.
2. Lack of space in the Ellen Fairclough Building.
3. The nature of these programmes and services is such that they can be enhanced in the present location in conjunction with the Red Hill Family Centre activities. During the months of September - December 1985, the Home Management Programme has grown to the degree that the existing workers are unable to meet the need for these services. Consequently, they are carrying very high caseloads and are not able to meet clients' needs as set out by Regional Policies and Procedures. During the last two years this position has become more and more demanding. Therefore it is requested that re-classification of this position be done. Further, both programmes (Private Home Day Care and Home Management) are administered currently by one Supervisor, which again creates an administrative overload. Red Hill Family Centre operates a number of programmes which include, in addition to children's programmes: women's groups, parent groups, volunteers and various community groups using the Centre, i.e. Prenatal and Family Planning. These have been administered in the past by the Centre Supervisor, in addition to her/his normal duties directing the Family Centre staff and programmes. Finally, all of these programmes are located outside the main office and therefore, have their own clerical personnel and computer systems, which require separate supervision outside the jurisdiction of the Division's Assistant Supervisor.

- RECOMMENDED:
1. That an additional Home Management Worker be hired to accommodate the current overload and additional need for these services and that a reclassification of this position be done with additional cost of \$7,000 in 1986.
 2. That an Area Manager's position be added to the current management team to supervise the overall management of all programmes located at Red Hill Family Centre and that the Supervisor of Homebased Services and Red Hill Family Centre be reclassified at appropriate level.

RESPONSIBILITY CENTRE: Health and Social Services Committee

PROGRAM: Support Services Division

ACTIVITY: Red Hill Family Centre

REQUESTED CHANGE IN SERVICE:

ORIGIN: Administration of Red Hill Family Centre.

ANALYSIS: Over the years, the Red Hill Family Centre has developed to be a Centre which accommodates mostly high risk families to a degree of having a support services network to the families, including home management and women's issues. As an integrated Centre, it has the mandate to meet the requirements set out by the Day Nurseries Act regarding Individual Programme Plans. The E.C.E. graduates which are currently employed by the Centre have a course on I.P.P.; however, over the years, it has proven to be inadequate without extensive additional training. The Ministry of Community and Social Services expects the staff working with Individual Programming to have adequate and appropriate training before they enter the positions of I.P.P. teachers. The funding for additional training is not cost shared and thus, would be 100% Regional. In light of the above, it is requested that an additional \$25,000 be approved for the purposes of reclassifying the programme staff positions.

RECOMMENDED: That an additional \$25,000 be approved for reclassification of programme staff positions.

RESPONSIBILITY CENTRE: Health and Social Services Committee

PROGRAM: Support Services Division

REQUESTED CHANGE IN SERVICE

ORIGIN: In 1984 and 1985 Staff Re-Deployment

ANALYSIS: In 1984 it became necessary to establish an assistant supervisor's position to supervise the computerizing of Support Services and billings for all subsidy programmes.

Further because of excessive caseloads it was necessary to have an additional SSI (subsidy worker) to alleviate the problem of long waiting lists for service. In 1985 an additional clerical position was requested to assist the systems operation (input) and processing of monthly billings.

All the above positions were temporary while the need for additional staff was examined.

In conclusion it was necessary to maintain this complement in order to service the clients appropriately.

RECOMMEND: That the temporary position status be revoked and a status of permanent position be granted.

1. Assistant Supervisor - Support Services
2. SSI Subsidy Worker - Support Services
3. Steno II - Support Services.
4. Home Management Worker - Support Services

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION
ACTIVITY: DIVISIONAL ADMINISTRATION

PROGRAM COST SUMMARY

	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
0361 EXPENDITURES						
7201 Salaries & Wages	67,500	67,914	72,900		72,900	8.00%
7203 Accum. Sick Leave	720	720	700		700	-2.78%
7204 Employee Benefits	11,600	10,256	11,700		11,700	0.86%
7206 Workers' Comp	900	900	900		900	0.00%
7287 Office Expenses	1,600	2,129	3,000		3,000	87.50%
7291 Travel & Expenses	550	357	500		500	-9.09%
7292 Staff Training	550	541	600		600	9.09%
7220 C/B Print/Postage	500	470	500		500	0.00%
7216 C/B Accom/Comm	2,930	2,980	3,050		3,050	4.10%
TOTAL EXPENDITURES	86,850	86,267	93,850		93,850	8.06%
0312-REVENUE						
7210 Prov. Subsidy 50%	16,784	16,138	17,460		17,460	4.03%
7840 Prov. Subsidy 80%	40,282	39,977	43,580		43,580	8.19%
TOTAL REVENUES	57,066	56,115	61,040	0	61,040	6.96%
Regional Share 20%	10,070	9,994	10,900		10,900	8.24%
Regional Share 50%	16,784	16,138	17,460		17,460	4.03%
Regional Share 100%	2,930	4,020	4,450		4,450	51.88%
TOTAL REGIONAL SHARE	29,784	30,152	32,810	0	32,810	10.16%

	GROSS	NET
1985 Original Budget to 1986 Budget	8.1%	10.2%
1985 Actual to 1986 Budget	8.8%	8.8%

COMMENTS: Account #0361-7287 Office equipment for 1986
-Divider system for desks - \$2,000
-Discdrive for typewriter - \$500.

DEPARTMENT: SOCIAL SERVICES

PROGRAM COST SUMMARY

PROGRAM: SUPPORT SERVICES DIVISION

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Licensed Nurseries	2,745,780	2,913,895	3,109,200	476,700	3,585,900	30.6%
Private Home Day Care	758,810	703,805	760,900	142,400	903,300	19.0%
Red Hill Family Centre	642,810	605,648	737,340		737,340	14.7%
C/B Allocated Admin. Costs	92,645	87,056	94,200		94,200	1.7%
Recoveries	-10,000	-9,568	-10,000		-10,000	0.0%
TOTAL EXPENDITURES	4,230,045	4,300,836	4,691,640	619,100	5,310,740	25.5%
0312 Revenue						
7210 Prov. Subsidy 80%	3,333,479	3,463,987	3,719,180	495,280	4,214,460	26.4%
TOTAL REVENUES	3,333,479	3,463,987	3,719,180	495,280	4,214,460	26.4%
Regional Share 20%	833,375	793,459	929,800	123,820	1,053,620	26.4%
Regional Share 100%	63,191	43,390	42,660		42,660	-32.5%
TOTAL REGIONAL SHARE	896,566	836,849	972,460	123,820	1,096,280	22.3%

1985 Original to 1986 Budget

1985 Actual to 1986 Budget

Gross	Net
-20.3%	22.3%
-23.5%	31.0%

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
PROGRAM DESCRIPTION

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Support Services Division, Purchase of Service - Licensed Nurseries - Administration

STATEMENT OF PURPOSE

To facilitate the activities of the Regional Support Service Division by administering the direct service delivery through purchase of service - licensed nurseries

OBJECTIVES:

To carry out the activities of the Purchase of Service Programme - Licensed Nurseries in accordance with the Day Nurseries Act, Regulations and Standards, and Family Life Skills counselling under the General Welfare Assistance Act, Regulations and guidelines and Regional Policies and Procedures for children between 6 weeks and 5 years and in some circumstances up to 11 years of age.

MEASUREMENT OF SERVICE LEVEL:

Service unit: one day

Service cost: per diem

Service provision: a) service effectiveness: 1. service demand: service delivery

2. service delivery: receiver needs

b) service quality: service agency competency re: Day Nurseries Act, Standards and Regulations thereunder

1. operation - programme

2. staff conduct and training

3. safety, health and nutrition

c) staff effectiveness: 1. evaluation of achievement of unit and individual performance objectives and activities.

2. evaluation of performance and objectives set with referring and co-ordinating agencies re: child abuse and developmental needs, referrals and case plans.

"REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTHDEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

CONTINUED...

ACTIVITIES:

- Prepare and execute purchase of service contracts.
- Through the computerized system, process monthly billings for payment to the purchase of services centres - monthly statistics - maintain service receivers and givers files up to date.
- Visit the purchase of service centres and observe that all the requirements of the contractual agreement are met.
- Determine eligibility for Day Care subsidy in accordance with Form 7 of the Day Nurseries Act and regulations thereunder.
- Determine eligibility for special consideration re: programmes for developmentally handicapped children and children with special problems, and eligibility for Family Life Skills counselling.
- Participate in the Community Child Abuse Committee and other related committees as assigned.
- Collaborate with inter and intra agency issues relating to children's day care and child and family services in general.

RECOMMENDED CHANGE IN SERVICE:

That one staff person be hired to facilitate the expansion as approved by the Ministry of Community and Social Services.

COMMENTS:

The 1985 approved day care expansion has achieved only 62 out of 170 spaces for 1985.
Therefore it is expected that in 1986 the remaining 108 spaces will be utilized.
The 1986 total proposed expansion will be 228 spaces:

25 spaces for 260 days	\$105,230
25 spaces for 195 days	\$ 78,930
100 spaces for 130 days	\$210,470
78 spaces for 65 days	<u>\$ 82,070</u>
Total Expansion	\$476,700

The 1986 annualization of added infant spaces is \$46,800

PROGRAM COST SUMMARY

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION
ACTIVITY: DAY CARE
SUB-ACTIVITY: LICENSED NURSERIES -SUMMARY

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
0361 EXPENDITURES						
Administration	190,610	214,076	233,300		233,300	22.4%
Allocated Admin/Costs C/B	45,345	42,760	54,660		54,660	20.5%
Licensed Nursery/Services	2,555,170	2,699,819	3,352,600		3,352,600	31.2%
TOTAL EXPENDITURES	2,791,125	2,956,655	3,640,560		3,640,560	30.4%
Provincial Share 80%	2,202,503	2,391,317	2,886,760		2,886,760	31.1%
TOTAL REVENUES	2,202,503	2,391,317	2,886,760		2,886,760	31.1%
Regional Share 20%	550,626	541,568	721,690		721,690	31.1%
Regional Share 100%	37,996	23,770	32,110		32,110	-15.5%
TOTAL REGIONAL SHARE	586,622	565,338	753,800		753,800	28.1%
			<u>GROSS</u>	<u>NET</u>		
	1985 Original Budget to 1986 Budget		30.4%	28.1%		
	1985 Provincial to Budget					
	1985 Actual to Budget		23.1%	33.3%		

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES ACTIVITY : DAY CARE
 SUB-ACTIVITY: LICENSED NURS. - PROGRAMME

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE							
6000 Purchase of Service Expansion	2,555,170	175,199	15.41	2,699,819	177,150	16.23	2,875,900 476,700
TOTAL EXPENDITURES	2,555,170			2,699,819			3,352,600
4301- REVENUE							
7840 Provincial Subsidy 80%	2,030,676			2,204,864			2,682,080
TOTAL REVENUES	2,030,676			2,204,864			2,682,080
REGIONAL SHARE 20%	507,669			494,955			670,520
REGIONAL SHARE 100%	16,825						
TOTAL REGIONAL SHARE	524,494			494,955			670,520
				GROSS		NET	
				1985 ORIGINAL BUDGET TO 1986 BUDGET		12.6%	
				1985 ACTUAL TO 1986 BUDGET		6.5%	
						27.8%	
						35.5%	

NAME OF LICENCEE	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	NET. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Full Day Programmes</u>								
438627 Ontario Limited								
Brant Children's Centre								
-Infant	\$2,718	20.20	113	21.01	\$2,374	NO	21.01	\$2,374
-Toddler		17.00	33	17.68	\$583	BUDGET	17.68	\$583
-Preschool		15.30		15.91		SUBMITTED	15.91	
-Part Day		%		%			0.00	
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								
<u>Central Day Care Centre Inc.</u>								
-Infant							26.25	\$0
-Toddler	\$198,252	20.75	3,355	21.58	\$72,401		23.46	\$78,708
-Preschool		14.96	7,627	15.56	\$118,664		16.81	\$128,210
-Part Day		%		%			%	
-School Age								
-Handicapped								
-Transportation	(14,813)	1.36	10,892	1.41	\$15,406		1.63	\$17,754
-Bus Passes/Taxi								
<u>Centre Day Care</u>								
-Infant								
-Toddler		18.09	1,078	18.81	\$20,281	NO	18.81	\$20,281
-Preschool	\$131,828	14.42	6,932	15.00	\$103,958	BUDGET	15.00	\$103,958
-Part Day		%	(243)	%		SUBMITTED	%	
-School Age		14.42	77	15.00	\$1,155		15.00	\$1,155
-Handicapped								
-Transportation	(11,701)	1.36	8,603	1.41	\$12,168		1.41	\$12,168
-Bus Passes/Taxi								
<u>Chedoke McMaster Hospitals</u>								
<u>Day Care Centre</u>								
-Infant		14.00	42	24.96	\$1,048		35.28	\$1,482
-Toddler		20.60	238	21.42	\$5,099		25.70	\$6,117
-Preschool	11,617	15.90	498	16.54	\$8,235		22.07	\$10,991
-Part Day		%		%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								

NAME OF LICENCEE	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	NET. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Eastgate Day Care Centre</u>								
-Infant								
-Toddler								
-Preschool	\$58,399	14.86	3,920	15.45	\$60,581		16.68	\$65,386
-Part Day		%	(177)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(5)							
<u>Enchanted Castle</u>								
-Infant								
-Toddler							14.91	
-Preschool	\$73,727	11.68	6,218	12.15	\$75,531		14.90	\$92,648
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(2,054)							
<u>Forbid Them Not Children's Centre</u>								
-Infant								
-Toddler		20.60	345	21.42	\$7,391	No	21.42	\$7,391
-Preschool	\$7,321	14.42	9	15.00	\$135	Budget	15.00	\$135
-Part Day		%	(49)	%		Submitted		
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/ Taxi								
<u>Garside Day Care</u>								
-Infant								
-Toddler								
-Preschool	\$21,494	14.42	1,601	15.00	\$24,010	Requested less	14.00	\$22,414
-Part Day		%	(166)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Lucky Day Nursery</u>								
-Infant								
-Toddler		20.60	1,784	21.42	\$38,220		22.70	\$40,497
-Preschool	\$205,730	14.42	10,679	15.00	\$160,151		16.88	\$180,262
-Part Day		%	(397)	%				
-School Age		14.42	95	15.00	\$1,425		16.88	\$1,604
-Handicapped								
-Transportation	(18,022)	1.65	10,878	1.72	\$18,677		2.06	\$22,409
-Bus Passes/Taxi								
<u>McMaster Day Care Centre Inc.</u>								
-Infant								
-Toddler		21.85	1,231	22.72	\$27,973	No	22.72	\$27,973
-Preschool	\$52,152	14.44	1,864	15.02	\$27,993	Budget	15.02	\$27,993
-Part Day		%		%		Submitted	%	
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								
<u>McMaster Student Union Day Care Centre</u>								
-Infant						*)Fee paying '85	16.30	
-Toddler						Region	15.06	
-Preschool	\$42,498	15.06	2,867	15.66	\$44,904	Recommended 1986		
-Part Day		%		%		Fee	16.95	20.19
-School Age						Additional Cost		\$57,885
-Handicapped							\$3,698	
-Transportation								
-Bus Passes/Taxi	(196)							
<u>Macphail Infant Centre</u>								
-Infant								
-Toddler	\$39,422	30.25	1,319	31.46	\$41,496		32.84	\$43,316
-Preschool								
-Part Day		%	(30)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Maggie Muggins Day Nursery</u>								
-Infant								
-Toddler								
-Preschool	\$30,200	11.72	2,60	15.00	\$39,000	Changed Ownership Difference \$7,306	15.00	\$39,000
-Part Day		%	(139)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(582)							
<u>Mohawk College Children's Centre</u>								
-Infant		26.88	96	27.96	\$2,684	Fee Pay'86	18.00	45.58
-Toddler		21.32	278	22.17	\$6,164	Region	14.78	45.58
-Preschool	\$61,009	14.78	2,739	15.37	\$42,102	Recommended	1986	38.48
-Part Day		%	(344)	%		Fee	18.00	
-School Age		%	(344)	%		Additional Cost		
-Handicapped	(11,633)	23.36	498	24.29	\$12,099	\$7,204	55.52	\$27,649
-Transportation								
-Bus Passes/Taxi	(1,980)							
<u>A New Life Children's Centre</u>								
-Infant								
-Toddler		20.60	867	21.42	\$18,575	NO	21.42	\$18,575
-Preschool	\$85,251	14.42	4,944	15.00	\$74,144	Budget	15.00	\$74,144
-Part Day		%	(75)	%		Submitted	%	
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(202)							
<u>North-West Communicare</u>								
<u>Day Care</u>								
-Infant								
-Toddler		22.26	1,930	23.15	\$44,680		29.87	\$57,649
-Preschool	\$180,497	15.90	8,082	16.54	\$133,644		19.94	\$161,155
-Part Day		%	(2770)	%				
-School Age		15.90	906	16.54	\$14,982		19.94	\$18,066
-Handicapped								
-Transportation								
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Playtime Day Nursery</u>								
-Infant								
-Toddler								
-Preschool	\$29,668	13.31	2,220	13.84	\$30,730		14.83	\$32,923
-Part Day		%	(332)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(224)							
<u>Pumpkin Patch Day Care Centre</u>								
-Infant								
-Toddler		16.38	1018	17.04	\$17,342		18.00	\$18,324
-Preschool	\$56,694	13.13	2,859	13.66	\$39,040		15.00	\$42,885
-Part Day		%	(454)	%				
-School Age		13.13	430	13.66	\$5,872		15.00	\$6,450
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(352)							
<u>516034 Ontario Inc. Robins Early Childhood Centre</u>								
-Infant								
-Toddler		14.77	764	15.36	\$11,736		19.57	\$14,951
-Preschool	\$104,154	14.42	5,872	15.00	\$88,061		16.58	\$97,358
-Part Day		%	(741)	%				
-School Age								
-Handicapped								
-Transportation	(10,686)	1.30	8,220	1.35	\$11,113		2.08	\$17,098
-Bus Passes/Taxi								
<u>St. Matthew's Children's Centre</u>								
-Infant								
-Toddler		20.71	1,907	21.54	\$41,074		26.22	\$50,002
-Preschool	\$191,847	14.57	9,288	15.15	\$140,739		17.83	\$165,605
-Part Day		%		%				
-School age								
-Handicapped								
-Transportation	(17,508)	1.42	12,330	1.48	\$18,209		1.89	\$23,304
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Stoney Creek YMCA Day Care Centre</u>								
-Infant						No Budget Submitted		
-Toddler								
-Preschool	\$34,915	14.42	2,509	15.00	\$37,627		15.00	\$37,627
-Part Day		%	(530)				%	
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(260)							
<u>Church of St. Peter's Children's Day Care Centre</u>								
-Infant								
-Toddler		16.26	1,559	16.91	\$26,363		17.08	\$26,628
-Preschool	\$124,410	14.11	6,636	14.67	\$97,379		14.80	\$98,213
-Part Day		%	(469)	%				
-School Age		14.11	394	14.67	\$5,782		18.46	\$7,273
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(224)							
<u>Tapawingo Tribe Day</u>								
-Infant								
-Toddler		15.86	923	16.49	\$15,224		17.91	\$16,531
-Preschool	\$51,174	13.26	3,195	13.79	\$44,060		14.70	\$46,967
-Part Day		%	(107)	%				
-School Age		13.26	85	13.79	\$1,172		15.25	\$1,296
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(131)							
<u>385711 Ontario Limited Westmount Children's Centre</u>								
-Infant								
-Toddler								
-Preschool	\$107,027	14.42	6,801	15.00	\$101,993		19.98	\$135,885
-Part Day		%	(80)	%				
-School Age								
-Handicapped								
-Transportation	(10,018)	1.41	6,877	1.47	\$10,084		1.89	\$12,998
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Mountain Family YMCA Day Care</u>								
-Infant								
-Toddler								
-Preschool	\$38,529	14.42	2,734	15.00	\$41,001	No Budget Submitted	15.00	\$41,001
-Part Day		%	(338)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(98)							
<u>Flamborough YMCA Day Care</u>								
-Infant								
-Toddler								
-Preschool	\$13,268	14.42	922	15.00	\$13,827	No Budget Submitted	15.00	\$13,827
-Part Day		%		%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								
<u>Downtown YMCA Day Care</u>								
-Infant								
-Toddler								
-Preschool	\$36,174	14.42	2,515	15.00	\$37,717	No Budget Submitted	15.00	\$37,717
-Part Day		%	(149)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(424)							
<u>Paradise Corners</u>								
-Infant								
-Toddlers		25.00	222	26.00	\$5,772	No Budget Submitted	26.00	\$5,772
-Preschool	\$6,062	16.00	32	16.64	\$532		16.64	\$532
-Part Day		%		%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi								

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
<u>Wishes and Dreams</u> <u>Children's Centre</u>								
-Infant								
-Toddler		17.30	745	17.99	\$13,404		21.84	\$16,271
-Preschool	\$48,087	13.78	2,572	14.33	\$36,860		16.09	\$41,383
-Part Day		%	(119)	%				
-School Age								
-Handicapped								
-Transportation								
-Bus Passes/Taxi	(194)							
ONE TIME SERVICE ONLY								

<u>The Ressel Day Nursery School</u>						No	One	One
-Preschool	\$2,075	13.39	155	13.93	\$2,158	Budget	Service	Time
-Part Day						Required		Only
CENTRE CEASED OPERATION								

<u>Tigertown Day Care Centre</u>								
-Infant								
-Toddler		13.17	24	13.70	\$329			\$329
-Preschool	\$11,741	13.17	693	13.70	\$9,492			\$9,492
-Part Day		%	(233)					
-School Age		13.17	182	13.70	\$2,493			\$2,493
-Handicapped								
-Transportation								
-Bus Passes/Taxi								
ONE TIME CONTRACT								

<u>Christopher House Day Care</u>						No	One	Time
-preschool	\$888	14.10	63	14.66	\$924	Budget	Service	only
						Required		

NAME	1985 ACTUAL			1986 BUDGET		COMMENTS	1986 Request	
	EST. COST	RATE	EST. DAYS	RATE 4%	COST		RATE	COST
HALF DAY PROGRAMS								

Family Services Of Hamilton- Wentworth Inc.						Changed Location Additional Location		
-Infant						Request of	17.26	\$36,073
-Toddler		12.91	2,090	13.43	\$28,061			
-Preschool	\$176,240	7.85	12,302	8.16	\$100,434	\$0.97 per diem	15.74	\$193,633
-School Age						Total		
-Handicapped	(22,221)	15.55	1,429	16.17	\$23,110	Additional cost	16.86	\$24,093
-Bus Passes/Taxi	(31,053)	1.30	23,887	1.35	\$32,295	\$13,960	1.74	\$41,563

Chedoke Nursery		(max)		(max)		No Budget		
-Transporation Only	\$22,246	16.01	(2,504)	16.65	\$23,136	Submitted	16.65	\$23,136

Co-operatives (15)								
-Preschool	\$3,144	4.70	572	4.89	\$2,796	No Budget	4.89	\$2,796
-Honey Bears	\$2,756	7.02	388	7.30	\$2,833	Submitted	7.30	\$2,833
-Bus Passes/Taxi	(492)							
BUS PASSES/SPECIAL TAXI TOTALS [7,418]					7,715			7,715
FULL DAY PROGRAM TOTALS(NET)	\$2,495,434		160,972		\$2,654,031			\$3,067,637
HALF DAY PROGRAM TOTALS(NET)	\$204,386		15,352		\$212,664			\$324,128
GRAND TOTALS	\$2,743,065		176,324		\$2,874,410			\$3,354,164
REVENUE	\$43,245		ESTIMATED	REVENUE	\$45,316			\$45,316
GRAND TOTALS (NET)	\$2,699,820				\$2,829,094			\$3,346,449
1986 Annualization (Infant Program Only)					\$46,800			\$46,800
1986 Expansion					476,700			555,800
Total Budget					3,352,594			3,956,764
Additional Cost, special requests					*52,600			0
					3,405,194			3,956,764

*This figure should be added to allow the 4% rate to rise to actual payed by the private clients (fee paying) in the following Centres and to accommodate the special need of Family Service Agency.

Little Peoples Day Care Centre

McMaster Student Union

PROGRAM DESCRIPTIONRESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Support Services Division, Homebased Services -Private Home Day Care -Administration
-Services Program

STATEMENT OF PURPOSE:

To facilitate the activities of the Regional Support Services Division by administering the direct service delivery through the Private Home Day Care programme, by providing subsidized day care - to implement the services under Day Nurseries Act, Regulations and Standards and Regional Policies and Procedures thereunder.

OBJECTIVE:

To carry out the activities of the Private Home Day Care Programme both Purchase of Service and Direct Service, in accordance with the Day Nurseries Act, Regulations and Standards thereunder, and Regional Policies and Procedures, for an average of 234 spaces (approx. 60,800 units) through 125 Private Day care Homes within the limits of the budget and in accordance with Form 7 and purchase of service offers between the Home Day Care Providers including Seven Towers Agency and the Regional Corporation. Cost sharing at 80% - 20%.

MEASUREMENT OF SERVICE LEVEL:

Service unit: one day,

Service cost: per diem,

Service provision a) service effectiveness: 1. home visitor, service provider ratio 1:25

2. service demand: service delivery

3. service deliver: receiver needs

b) service quality: service provider competency

1. evaluation & achievement of performance objectives Re: Day Nurseries Act, standards & regulations thereunder and Regional Policies & Procedures.

2. evaluation of training, aptitude and experience

c) staff effectiveness: 1. evaluation of achievement of unit and individual performance objectives and activities.

2. evaluation of performance and objectives set with co-ordinating agencies re: child abuse and developmental needs, referrals and case plans.

ACTIVITIES:

- Interview, assess and select Private Home Day Care providers to provide care for children in their own home under the supervision of the Regional Home Visitor and approval by the Ministry.
- Determine eligibility for Private Home Day Care subsidy in accordance with Form 7 of the Day Nurseries Act, regulations and standards thereunder.
- Visit Private Home Day Care homes and agencies regularly at least once a month and evaluate performance and physical safety of the premises.
- Plan and execute training programmes for providers and parents - set performance objectives.
- Plan and execute appropriate programmes for individual children in the programme.
- Through computerized system, process monthly billings, monthly and quarterly statistics and maintain service receivers and givers files up to date.
- Co-operate in inter and intra agency issues regarding services and administration.
- Insure at all time that the Child Welfare Act and Regulations thereunder are observed appropriately, re: child abuse.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTHDEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILSRECOMMENDED POLICY CHANGES:

In that both Purchase of Service and Regional Programme have the same rate
That the 1986 rates be set as follows:

<u>Trained Providers</u>		<u>Untrained Providers</u>
Special Care	- from 12.72 to 13.35	from 11.48 to 12.05
Preschool	- from 10.71 to 11.30	9.63 to 10.10
School Age	- from 7.31 to 7.60	6.80 to 7.15

P.H.D.C purchase of Services administration fee \$4.24

COMMENTS:

Salaries & Wages-a/c 0361-6201 salary account higher because of addition staff for 6 months re: Day Care expansion as approved by the Ministry and 1/3 of the area manager's salary for 1986.

The following list of providers as of December 31st, 1985 will be transferred to 1986:

PRIVATE HOME DAY CARE PROVIDERS
From 1985 - 1986

ANDERSON, Catherine	BISSETT, Marguerite	BUCKLE, Theresa	ARNOLD, Lori
CARSON, Isobel	BENEDICT, Debby	BURCHILL, Helen	ARSENAULT, Cathy
COHOLAN, Gloria	BURTENSHAW, Virginia	CARDWELL, Judy	BEAN, Sharon
COURT, Kathy	COLE, Arlene	DAISLEY, Mary	DOSHOIAN, Diane
DAW, Mary Anne	CURRIE, Gabrielle	GARBUTT, Brenda	FURLER, June
DEGAN, Ruth	GAGNE, Sandra	HAMPSON, Gayle	HARROD, Bernice
DUGUAY, Jean	GOSEIT, Sharon	HODGES, Jean	HETU, Liliane
FILIATRAULT, Jean	HALASZ, Raymonde	HOLLOWAY, Jane	JOHNSON, Lois
FYSH, Joan	JOYNT, Judy	LAMBERTUS, Joan	JOLIMORE, Julia
GAY, Dorothy	KAVANAUGH, Belle	LULGJURAJ, Theresia	LESSARD, Louise
GUIMOND, Jeannine	KAUS, Mary	MCGRANE, Cathy	MACDOUGALL, Bernice
HART, Ann	LANDRY, Marie	MARSHALL, Linda	MALLICK, Barbara
HECKMAN, Georgina	NAYLOR, Robin	MAJOR, Laura	MANDER, Darlene
HUXFORD, Gayle	NEMETH, Arlene	MOORE, Barbara	MAURICE, Merie
KERR, Janice	O'CONNELL, Lorraine	MELOCHE, Diane	MORAN, Katrina
LAFORME, Shirley	PREVOST, Carol	SHERRIN, Diane	NAFEKH, Katrina
LEGER, Corrine	REZ, Lori	SHIELDS, Carole	O'CONNOR, Donna
MCKINLEY, Sherrell	TOMLINSON, Marcella	SPINNER, Patricia	OLIVER, Gail
MITROPOULOS, Irene	TOWLSON, Janet	TURFORD, Charmaine	ORGILL, Ingrid
OLINSKI, Eileen	WIGINGTON, Hilary		POPLAWSKI, Beryl
RIDGEWAY, Marie	WRIGHT, Maureen		POPPLEWELL, Cheryl
SCHMALFELD, Gail			PURDY, Eileen
SINGH, Anita			REID, Lois
SMITH, Barbara			SHATFORD, Megan
SPRONG, Linda			WARREN, Linda
TAPLAY, Beatrice			WHALEN, Sheila
TOWNSEND, Judy			WILKINSON, Claudette
TURNER, Nina			WILKINSON, Mary Jane
WAY, Claire			
WOOD, Barbara			

PROGRAM COST SUMMARY

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION ACTIVITY: DAY CARE
SUB-ACTIVITY: Home based Services, Private Home Day Care Summary

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
0361 EXPENDITURE						
Administration	204,510	221,435	259,000		259,000	26.6%
Allocated Admin.	33,280	31,520	24,780		24,780	-25.5%
Services	554,300	482,370	644,300		644,300	16.2%
TOTAL EXPENDITURES	792,090	735,325	928,080		928,080	17.2%
Provincial Subsidy (80)	619,612	580,343	734,940		734,940	18.6%
TOTAL REVENUES	619,612	580,343	734,940		734,940	18.6%
Regional Share 20%	154,903	136,412	183,740		183,740	18.6%
Regional Share 100%	17,575	18,570	9,400		9,400	-46.5%
TOTAL REGIONAL SHARE	172,478	154,982	193,140		193,140	12.0%
					GROSS	NET
					17.2%	12.0%
					26.2%	24.6%

SOCIAL SERVICES - 1986 BUDGET DETAIL PROGRAM : SUPPORT SERVICES ACTIVITY: DAY CARE
SUB-ACTIVITY : HOME BASED SERVICES, PRIVATE HOME DAY CARE, ADMINISTRATION

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION	ACTUAL	UNIT COST	EXPENDITURES	BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	ORIGINAL	UNITS	(AVERAGE)		UNITS	(AVERAGE)	PRIATION
6201 Salaries & Wages	161,000			173,500			201,000
6203 Accum. Sick Leave	1,610			1,610			2,000
6204 Employee Benefits	28,180			29,307			36,200
6206 Workers' Compensation	2,020			2,020			2,500
6220 C/B Printing	1,700			4,573			4,600
6287 Office Expense	3,000			3,189			5,000
6291 Travel & Expenses	5,000			5,236			5,500
6292 Staff Training	2,000			2,000			2,200
6294 Memberships	-0			0			0
6216 C/B Accom/Comm. (100%)	10,020			10,020			0
6217 C/B Personnel	3,410			3,410			3,540
6218 C/B Finance	10,400			8,640			10,900
6219 C/B Solicitor	900			900			940
6297 C/B Computer (100%)	8,550			8,550			9,400
TOTAL EXPENDITURES	237,790			252,955			283,780
0312- REVENUE							
7840 Provincial Subsidy 80%	176,172			187,507			219,500
TOTAL REVENUES	176,172			187,507			219,500
REGIONAL SHARE 20%	44,043			46,878			54,880
REGIONAL SHARE 100%	17,575			18,570			9,400
TOTAL REGIONAL SHARE	61,618			65,448			64,280

1985 ORIGINAL TO 1986 ORIGINAL	GROSS	NET
1985 ACTUAL TO 1986 BUDGET	19.3%	4.3%
	12.2%	-1.8%

COMMENTS: 1) Account #0361-6201- Additional SSI position as approved by the Ministry re expansion
2) Account #0361-6287 - Office equipment: Divider systems and Pers. Computer for programming (see Red Hill budget) and desks and chairs..

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES ACTIVITY: DAY CARE
 SUB-ACTIVITY : HOME BASED SERVICES, PRIVATE HOME DAY CARE, PROGRAMME
 SERVICE UNITS: DAYS OF CARE, UNIT COST: PER DIEM

0361- EXPENDITURE	1985 BUDGET APPROPRIATION ORIGINAL	1985 ACTUAL			1986 BUDGET		
		ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
6100 Purchase of Service Expansion-Purchase Service Agency	554,300	50,782	9.50	482,370	50,800 10,000	9.88 14.24	501,900 142,400
TOTAL EXPENDITURES	554,300			482,370			644,300
0312- REVENUE							
7840 Prov. Subsidy 80%	443,440			392,836			515,440
TOTAL REVENUES	443,440			392,836			515,440
REGIONAL SHARE 20%	110,860			89,534			128,860
					GROSS	NET	
				1985 ORIGINAL TO 1986 BUDGET	16.2%	16.2%	
				1985 ACTUAL TO 1986 BUDGET	33.6%	43.9%	

COMMENTS: Expansion- 50 Spaces - The Region has a Purchase of Service Contract with Seven Towers to purchase Private Home Day Care Services: 50 spaces.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Support Services Division, Red Hill Family Centre

ACTIVITY:

Red Hill Family Centre

STATEMENT OF PURPOSE:

To contribute to the service delivery of the Social Services Department by providing direct Day Care services for normal and handicapped children. To implement the services under the Day Nurseries Act, Regulations and standards and Regional Policies and procedures.

OBJECTIVES IN 1986:

- To provide day care services for 80 normal and 10 handicapped children in an integrated setting within the limits of the annual budget for 1986. Cost sharing of the programme is 80% - 20%.
- To continue to develop programme mechanisms for guiding and supporting parents in child rearing, family and individual functioning.
- To continue programmes for helping children individually and in groups to reach their developmental milestones and facilitate non-abusive growth environment.
- To continue to develop mechanisms in collaborating with other social and health care agencies, child care centres, and professionals.
- To continue to provide a setting for field experience for the students from the local college and universities.

MEASUREMENT OF SERVICE LEVEL:

Service unit: one day

Service cost: per diem

a) service delivery:

1. -enrolment and expenditures.
2. -service demand and delivery.

b) service effectiveness:

- 1.-evaluation of: the achievement of set goals for individual children and parents.
- 2.-staff achievement: achievement of unit and individual performance objectives and activities
- 3.-evaluation of performance and objective set with co-ordinating and referring agencies
re: child abuse and developmental needs, referrals and case plans.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1985 BUDGET DETAIL

CONTINUED...

ACTIVITIES:

Day to day administration of the Red Hill programme - purchasing, staff matters, billings and receiving applications.
Organize and carry out children's and parent's programmes on individual and group level.
Carry out staff training functions - staff meetings, team meetings and individual goal setting.
Write and keep records on individual children and parents.
Collaborate on inter and intra agency levels as part of the team in helping to plan and carry out continuing care for children in need.
Since 1984 the Red Hill Family Centre has, in conjunction with Child and Adolescent Unit, provided group experiences to the female parents participating in the Centre. The main focus of these groups has been women's issues as it relates to self and reality-based issues such as Home Management and community resources.
The Centre is housing prenatal and family planning groups administered by the Public Health Department. In 1986 the centre will continue to have available the Regional Home Management workers at the premises to consult on nutrition, clothing and other home-related issues and conduct group and individual instruction.

COMMENTS:

Change in Service: - Added 1/3 of area manager (see report P.93)
- Added one teacher for 6 months in 1986 to cover for holiday and sick leaves
- Reclassification of teaching staff (see report P.94)

PROGRAM COST SUMMARY

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION ACTIVITY: DAY CARE
SUB-ACTIVITY: RED HILL FAMILY CENTRE SUMMARY

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
0361 EXPENDITURE						
Programme	483,820	443,334	550,800		550,800	13.8%
Occupancy	71,510	57,266	105,200		105,200	47.1%
Dietary Services	64,320	64,219	67,400		67,400	4.8%
Clerical/Admin	23,160	22,829	13,940		13,940	-39.8%
C/B Allocated Costs	14,020	12,776	14,760		14,760	5.3%
Sub-Total	656,830	618,424	752,100		752,100	14.5%
Recoveries	-10,000	-9,568	-10,000		-10,000	0.0%
TOTAL EXPENDITURES	646,830	608,856	742,100		742,100	14.7%
0312 Revenue						
Prov Subsidy 80%	511,364	492,327	592,760		592,760	15.9%
TOTAL REVENUES	511,364	492,327	592,760		592,760	15.9%
Regional Share 20%	127,846	115,479	148,190		148,190	15.9%
Regional Share 100%	7,620	1,050	1,150		1,150	-84.9%
Total Regional Share	135,466	116,529	149,340		149,340	10.2%

	GROSS	NET
1985 Original Budget to 1986 Budget	14.7%	10.2%
1985 Actual to 1986 Budget	21.9%	28.2%

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES

ACTIVITY: DAY CARE

SUB-ACTIVITY: RED HILL FAMILY CENTRE PROGRAMME

0361- EXPENDITURE	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
6701 Salaries & Wages	348,220			331,422			394,800
6703 Accum. Sick Leave	3,410			3,410			3,900
6704 Employee Benefits	61,700			60,986			79,000
6706 Workers' Comp.	4,390			4,390			4,900
6772 Transport. (children)	60,000			38,574			60,000
6773 Playroom Supplies	3,800			2,424			4,000
6791 Travel	1,200			926			1,200
6792 Staff Training	1,100			1,202			3,000
SUB-TOTAL	483,820	0	0	443,334			550,800
6799 Recoveries	-10,000			-9,568			-10,000
TOTAL EXPENDITURES	473,820	0	0	433,766			540,800
0312- REVENUE							
7840 Prov. Subsidy - 80%	379,056			353,095			432,640
TOTAL REVENUES	379,056	0	0	353,095	0	0	432,640
REGIONAL SHARE 20%	94,764			80,671			108,160
					GROSS	NET	
1985 ORIGINAL BUDGET TO 1986 BUDGET					14.1%	14.1%	
1985 ACTUAL TO 1986 BUDGET					24.7%	34.1%	

COMMENTS: 1) These accounts have larger increases because of the licensing requirements by the Ministry.
 2) New taxi service contract was negotiated for 1986
 3) Re-classification of teaching staff see report P. 94

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICESACTIVITY: DAY CARESUB-ACTIVITY: RED HILL FAMILY CENTRE REPAIRS & MAINTENANCE

0361- EXPENDITURE	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION	UNIT COST			BUDGETED	UNIT COST	APPRO-
	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
6901 Salaries	23,000			22,869			20,700
6903 Accum. Sick Leave	230			230			200
6904 Employee Benefits	4,140			4,207			4,100
6906 Workers' Comp.	290			290			300
6942 C/B Insurance	850			850			1,700
6980 Furn. & Equip.	3,000			2,704			3,000
6981 Furn. & Equip. Replac.	3,500			2,650			15,000
6982 Rent	6,000			6,000			6,000
6983 Rep. & Mtce. Equip.	9,500			11,424			25,000
6984 Utilities	12,000			13,291			13,800
6986 Clean./Laundry Exp.	4,000			4,818			5,000
6987 Mtce. Contracts	5,000			5,933			10,400
TOTAL EXPENDITURES	71,510			75,266			105,200
0312- REVENUE							
7840 Prov. Subsidy 80%	57,208			60,213			84,160
TOTAL REVENUES	57,208			60,213			84,160
REGIONAL SHARE 20%	14,302			15,053			21,040
					<u>GROSS</u>	<u>NET</u>	
1985 ORIGINAL BUDGET TO 1986 BUDGET					47.1%	47.1%	
1985 ACTUAL TO 1986 BUDGET					39.8%	39.8%	

COMMENTS: These accounts have high increases because of the major renovations necessary in 1986 for licensing of the centre, including pipe replacement for the heating system and replacement of ten year old playground equipment.

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION	UNIT COST			BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
7001 Salaries & Wages	34,500			33,536			34,700
7003 Accum. Sick Leave	350			350			350
7004 Employee Benefits	6,130			6,486			6,950
7006 Workers' Comp.	440			440			400
7070 Food	22,000			22,655			24,000
7088 Dishes & Cutlery	900			752			1,000
TOTAL EXPENDITURES	64,320			64,219			67,400
0312- REVENUE							
7840 Prov. Subsidy 80%	51,456			51,375			53,920
TOTAL REVENUES	51,456	0	0	51,375			53,920
REGIONAL SHARE 20%	12,864	0	0	12,844			13,480
					GROSS	NET	
				1985 ORIGINAL BUDGET TO 1986 BUDGET	4.8%	4.8%	
				1985 ACTUAL TO 1986 BUDGET	5.0%	5.0%	

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES

ACTIVITY: DAY CARE

SUB-ACTIVITY: RED HILL FAMILY CENTRE CLERICAL/ADMINISTRATION

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL	UNIT COST UNITS	(AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE							
7101 Salaries & Wages	17,600			17,115			9,100
7103 Accum. Sick Leave	180			180			100
7104 Employee Benefits	3,150			2,947			1,640
7106 Workers' Comp.	230			230			100
7187 Office Expense	2,000			2,357			3,000
7116 C/B Comm.(100%)	1,050			1,050			1,150
7117 C/B Personnel	2,960			2,960			3,070
7118 C/B Finance	9,010			7,490			9,440
7119 C/B Solicitor	780			844			800
7120 C/B Post/Print.	220			432			300
TOTAL EXPENDITURES	37,180		0	35,605	0	0	28,700
0312- REVENUE							
7840 Prov. Subsidy 80%	23,664			27,644			22,040
TOTAL REVENUES	23,664	0	0	27,644	0	0	22,040
REGIONAL SHARE 20%	5,916			6,911			5,510
REGIONAL SHARE 100%	7,620			1,050			1,150
TOTAL REGIONAL SHARE	13,536	0	0	7,961	0	0	6,660
					GROSS	NET	
1985 ORIGINAL BUDGET TO 1986 BUDGET					-22.8%	-50.8%	
1985 ACTUAL TO 1986 BUDGET					-19.4%	-16.3%	

COMMENTS: 1) Salary costs for 1986 down as clerical staff shared with homebased services.
2) Pers. Computer system in 1986 office expenditures for programming systems.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SOCIAL SERVICES DEPARTMENT
1986 BUDGET DETAIL

RESPONSIBILITY CENTRE:

Health & Social Services Committee

PROGRAM:

Support Services Division

ACTIVITY:

Homebased Services, Homemakers and Nurses Services Programme - Administration

STATEMENT OF PURPOSE:

To facilitate the activities of the Regional Support Service Division by administering both a direct and Purchase of Service delivery through Homemakers and Nurses Services Home Management programmes.

OBJECTIVES:

To carry out the activities of the Homemakers and Nurses Services and Home management programmes in accordance with the Homemakers and Nurses Services Act. Regulations and Guidelines thereunder and Regional Policies and Procedures. To apply the following priorities on home emergency services: Parent and/or child ill; Temporary care due to change on child care or homemaking care due to Region; large families, number of children exceeding 3 when day care is not available; when no other care is available (Region's rural areas only) and any other circumstances with special approval. Cost sharing of the service programme is 80-20% and administration 50-50%.

MEASUREMENT OF SERVICE LEVEL:

Service unit: one hour

Service cost: per hour

Service provision: a) Service effectiveness:

1. Service demand: service delivery
2. Service delivery: receiver needs
3. Service priorities

b) Staff effectiveness:

1. Evaluation of achievement of unit and individual performance objectives and activities.
2. Evaluation of performance objectives set with co-ordinating agencies re: referrals, case plan and Child Welfare Act.

ACTIVITIES:

- Determine eligibility for Homemakers, Home Management, and Nurses Services Programme in accordance with forms 1 and 5 of the Homemakers and Nurses Services Act.
- Interview and assess homemaker agencies requesting to enter into a Purchase of Service contract to provide homemaking and child care services to the children, elderly, handicapped and persons with chronic and/or short term illness in the client's home.
- Process monthly billings and prepare monthly and quarterly statistics.
- Maintain and update client, homemakers and other administrative files.
- Co-operate in inter and intra agency levels regarding issues relating to services and/or administration.
- Provide direct Home Management services through Home Management programme workers for families and individuals in need of guidance in functional, nutritional and maintenance problems in their lives.

COMMENTS:

Change in Service: - Additional staff, area manager see report P. 93

Previously Home Management Programme did not have supervisory staff of it's own. As the programme has grown, it has therefore become evident that changes were necessary. In addition portion of the billing systems staff has

PROGRAM COST SUMMARY

DEPARTMENT: SOCIAL SERVICES
PROGRAM : SUPPORT SERVICES DIVISION
ACTIVITY : HOMEMAKERS & NURSES SERVICES

EXPENDITURES - GROSS	1985 ORIGINAL BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	% ORIGINAL TO BUDGET
Administration	105,480	103,853	164,400		164,400	55.9%
Home Management	72,450	81,757	111,300		111,300	53.6%
Purchase of Service	532,638	530,148	559,600		559,600	5.1%
C/B Allocated Admin. Cost	22,490	21,910	27,820		27,820	23.7%
TOTAL EXPENDITURES	733,058	737,668	863,120		863,120	17.7%
REVENUES - GROSS						
Prov. Subsidy 50%	60,630	54,937	85,260		85,260	40.6%
Prov. Subsidy 80%	444,070	472,497	536,720		536,720	20.9%
Prov. Subsidy 100%	50,000	15,234	0		0	-100.0%
TOTAL REVENUES	554,700	542,668	621,980		621,980	12.1%
REGIONAL SHARE 20%	111,018	124,174	134,180		134,180	20.9%
REGIONAL SHARE 50%	60,630	54,938	85,260		85,260	40.6%
REGIONAL SHARE 100%	6,710	15,888	21,700		21,700	223.4%
REGIONAL SHARE	178,358	195,000	241,140		241,140	35.2%
					Gross	Net
1985 ORIGINAL BUDGET TO 1986 BUDGET					17.7%	35.2%
1985 ACTUAL TO 1986 BUDGET					17.7%	35.2%

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES
 SUB-ACTIVITY : ADMINISTRATION

ACTIVITY: HOMEMAKERS & NURSES SERVICES

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE							
6501 Salaries & Wages	83,600			82,423			131,000
6503 Accum. Sick Leave	830			830			1,300
6504 Employee Benefits	14,880			15,072			24,900
6506 Workers' Comp.	1,070			1,070			1,600
6520 C/B Post. & Print(N)	600			940			800
6587 Office Expenses(N)	1,300			1,028			2,100
6591 Travel Expenses	3,000			2,295			2,500
6592 Staff Training	200			195			200
6516 C/B Accom./Comm. 100%(N)	6,130			6,130			10,300
6517 C/B Personnel(N)	950			950			1,000
6518 C/B Finance	8,070			7,490			8,500
6519 C/B Solicitor	500			500			520
6597 C/B Computer Ex.(N)	6,840			6,840			7,500
TOTAL EXPENDITURES	127,970			125,763			192,220
0312- REVENUE							
7210 Prov. Subsidy 50%	60,630			54,937			85,260
TOTAL REVENUES	60,630			54,937			85,260
REGIONAL SHARE 50%	60,630			54,938			85,260
REGIONAL SHARE 100%	6,710			15,888			21,700
TOTAL REGIONAL SHARE	67,340	0	0	70,826	0	0	106,960
					<u>GROSS</u>	<u>NET</u>	
1985 ORIGINAL BUDGET TO 1986 BUDGET					50.2%	58.8%	
1985 ACTUAL TO 1986 BUDGET					52.8%	51.0%	

- COMMENTS: 1) Service change - 83% salary costs & related benefits for Supervisor, 33% for Area Manager & 33% for billing systems staff.(The administration costs includes two programmes: Homemakers and Nurses Services and Home Management as required by Ministry's claim procedure.)
- 2) Account #0361-6587 - office divider systems in the relocated offices. reflects these two programmes separately.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICES

ACTIVITY: HOMEBASED SERVICES

SUB-ACTIVITY: HOME MANAGEMENT

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION ORIGINAL	ACTUAL UNITS	UNIT COST (AVERAGE)	EXPENDITURES	BUDGETED UNITS	UNIT COST (AVERAGE)	APPRO- PRIATION
0361- EXPENDITURE							
5101 Salaries & Wages	57,700			63,759			87,000
5103 Accum. Sick Leave	580			580			900
5104 Employee Benefits	10,330			12,238			17,400
5106 Workers' Comp.	740			740			1,100
5191 Travel Expenses	2,900			4,256			4,500
5192 Staff Training	200			184			400
TOTAL EXPENDITURES	72,450			81,757			111,300
0312- REVENUE							
7210 Prov. Subsidy 80%	57,960			65,406			89,040
TOTAL REVENUES	57,960			65,406			89,040
REGIONAL SHARE 20%	14,490			16,351			22,260
TOTAL REGIONAL SHARE	14,490			16,351			22,260
					GROSS	NET	
1985 ORIGINAL BUDGET TO 1986 BUDGET							
1985 ACTUAL TO 1986 BUDGET					36.1%	36.1%	

COMMENTS: Change in Services 1) request for additional staff see report P.93
 2) review of the salaries see report P.93
 3) cost for 1985 higher in salaries than anticipated because of staff illness.

SOCIAL SERVICES - 1986 BUDGET DETAIL

PROGRAM : SUPPORT SERVICESACTIVITY: HOMEMAKERS & NURSES SERVICESSUB-ACTIVITY: PURCHASE OF SERVICE

	1985 BUDGET	1985 ACTUAL			1986 BUDGET		
	APPROPRIATION	ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
0361- EXPENDITURE	ORIGINAL	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
5161 St Matthew's House	5,000	1,325	3.63	4,810	1,325	3.85	5,100
5162 Medox	59,616	10,020	6.48	64,635	10,020	6.74	67,500
5163 Seven Towers	151,000	48,291	3.63	172,833	53,900	3.85	207,500
5164 Comcare	60,076	13,600	6.53	86,882	13,600	6.79	92,300
5165 Visit. Homemaker Assoc.	186,984	21,573	7.44	154,699	21,580	7.74	167,000
5166 Casual Homemakers Serv.	-			14,516			
5167 Red Cross Homemakers	10,620	1,585	6.95	9,775	1,590	7.23	11,500
5168 Para Meds. 100%	50,000			15,234			0
5047 Vict. Order of Nurses	9,342	252	26.84	6,764	257	26.85	6,900
5048 St. Elizabeth Nurs.	-				67	26.85	1,800
TOTAL EXPENDITURES	532,638			530,148			559,600
0312- REVENUE							
7730 Prov. Subsidy 80%	386,110			407,091			447,680
7731 Prov. Subsidy 100%	50,000			15,234			0
TOTAL REVENUES	436,110			422,325			447,680
REGIONAL SHARE 20%	96,528			107,823			111,920
REGIONAL SHARE	96,528			107,823			111,920
					<u>GROSS</u>	<u>NET</u>	
				1985 ORIGINAL BUDGET TO 1986 BUDGET	5.1%	15.9%	
				1985 ACTUAL TO 1986 BUDGET	5.6%	3.8%	

COMMENTS: Retro payment for 1985 V.O.N. 141 re: Ministry's letter of Jan/86.

SOCIAL SERVICE BUDGET
1986
SERVICES FOR THE ELDERLY

COST SUMMARY

PROGRAM: SERVICES FOR THE ELDERLY ACTIVITY: RESIDENTIAL SERVICES

	1985 ORIGINAL	1985 REVISED	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1985 BUDGET	% ORIGINAL TO BUDGET
EXPENDITURES - GROSS							
Administration	116,390		127,437	163,300		163,300	40.3%
Purchased Services	1,658,495		2,072,127	2,132,000		2,132,000	28.6%
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TOTAL EXPENDITURES	1,774,885	0	2,199,564	2,295,300		2,295,300	29.3%
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REVENUES - GROSS							
Prov. Subsidy 50%	57,345		61,854	79,515		79,515	38.7%
Prov. Subsidy 80%	1,307,145		1,634,386	1,678,400		1,678,400	28.4%
Prov. Subsidy 100%	24,564		29,145	34,000		34,000	38.4%
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TOTAL REVENUES	1,389,054		1,725,384	1,791,915		1,791,915	29.0%
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	-----	-----	-----	-----	-----	-----	
TOTAL EXPENDITURES	385,831		474,180	503,385		503,385	30.5%
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						<u>GROSS</u>	<u>NET</u>
			1985 ORIGINAL BUDGET TO 1986 BUDGET			29.3%	30.5%
			1985 ACTUAL BUDGET TO 1986 BUDGET			4.4%	6.2%

SOCIAL SERVICES - 1986BUDGET DETAIL

PROGRAM: SERVICES FOR THE ELDERLY ACTIVITY: RESIDENTIAL SERVICES
SUB-ACTIVITY: ADMINISTRATION

	1985 BUDGET				1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION		ACTUAL	UNIT COST	EXPENDITURES	BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	REVISED	UNITS	(AVERAGE)		UNITS	(AVERAGE)	PRIATION
0361- EXPENDITURE										
3601 Salaries & Wages			87,160				96,257			124,700
3603 Accum Sick Leave			870				870			1,250
3604 Employee Benefits			14,850				14,977			19,950
3606 Worker's Comp.			1,090				1,090			1,550
3618 C/B Finance			6,700				6,190			7,050
3619 C/B Solicitor			320				320			330
3691 Travel & Expense			3,700				4,003			4,200
3617 C/B Personnel (N)			860				860			900
3620 C/B Post. & Print(N)			320				360			400
3621 Office Expenses(N)			520				587			1,000
3614 Telephone			0				1,923			1,970
3619 C/B Solicitor			320							
TOTAL EXPENDITURES			116,390				127,437			163,300
0312- REVENUE										
7210 Prov. Subsidy 50%			57,345				61,854			79,515
TOTAL REVENUES			57,345				61,854			79,515
REGIONAL SHARE			59,045				65,584			83,785
% CHANGE				1985 ORIGINAL BUDGET TO 1986BUDGET				GROSS	NET	
				1985 ACTUAL TO 1986BUDGET				40.3%	41.9%	
								28.1%	27.8%	

Account:0361- Salaries/Wages: Includes the request for (1.0) additional SSI worker.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

DEPARTMENT OF SOCIAL SERVICES
1986 BUDGET DETAILS

RESPONSIBILITY CENTRE:

Health and Social Services Committee

PROGRAM:

Services for the Elderly

ACTIVITY:

Residential Services

SUB-ACTIVITY:

Lodging & Nursing Homes

PURPOSE:

To provide mandatory services under the General Welfare Assistance Act

PROGRAM OBJECTIVES:

To provide residential services through purchase of services contracts, for domicillary hostels, and Nursing Home subsidy.

PERFORMANCE MEASUREMENT:

Lodging Homes-Unit of service is one day's board and lodging.

Nursing Homes-One month's care is the unit of service.

ACTIVITIES:

Residential Services-To determine eligibility and provide planning and guidance for persons in these facilities.

Nursing Homes-Process applications and provide planning and guidance for persons in care.

PROGRAM: Services for the Elderly
ACTIVITY: Residential Services
ACCOUNT: Nursing Homes
EXPLANATION:

The unit costs for these programs are not readily determinable due to the personal contribution differences for Residents. The following schedule outlines some sample billing for Nursing Homes and the net Regional cost. Residents are subsidized until other income is secured for them.

SAMPLE NURSING HOME BILLING BREAKDOWN

-Intermediate Care - not covered by O.H.I.P. - Requires less than 1 1/2 hours nursing care per day.

Monthly rate	\$1,095.97	
Resident pays from pension income, eg.	<u>\$ 471.14</u>	
Billed to Regional Social Services	\$ 624.83	
	\$ 499.86	-80% Provincial Subsidy
	\$ 124.97	-20% Net to the Region

-Extended Care, for those who qualify Postion paid by O.H.I.P. - Balance reduced by Resident's Income.

Billed to the Region	\$1,288.16	
O.H.I.P. Extended Coverage	\$ 813.16	-100% Reimbursed
Resident Contributes	<u>\$ 321.00</u>	
Balance	\$ 154.00	-80% Provincial Subsidy \$123.20 Regions net cost \$30.80

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF SOCIAL SERVICES
1986BUDGET DETAILS

PROGRAM: SERVICES FOR THE ELDERLY
ACTIVITY: RESIDENTIAL SERVICES
SUB-ACTIVITY: LODGING & NURSING HOMES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	UNIT OF SERVICE	DESCRIPTION OF SERVICE	COMMENTS
1723	Lodging Homes - 80%	one day's care	Board & Lodging for persons who are unable to function without supervision in the community. Many are former psychiatric patients.	
1823	Lodging Homes - 100%	with meals		
1729	Personal Needs - 80%	one month's allowance	Monthly living allowance for residents of lodging homes for purchase of items of a personal nature, ie. personal hygiene products.	
1829	Personal Needs - 100%	for one client		
2150	Nurs. Ordin. Care 80%	one client per	Payment for nursing home care for patients not covered by OHIP extended care or with insufficient funds to pay his/her portion of extended care.	
2151	Nurs. Extend. Care 80%	month		
2152	Nurs. Extend. Care 100%			

SOCIAL SERVICES - 1986BUDGET DETAIL

PROGRAM : SERVICES FOR THE ELDERLY ACTIVITY: RESIDENTIAL SERVICES
SUB-ACTIVITY: LODGING & NURSING HOMES

	1985 BUDGET				1985 ACTUAL			1986 BUDGET		
	ESTIMATE	ESTIMATE	APPROPRIATION		ACTUAL	UNIT COST		BUDGETED	UNIT COST	APPRO-
	UNITS	COST	ORIGINAL	REVISED	UNITS	(AVERAGE)	EXPENDITURES	UNITS	(AVERAGE)	PRIATION
0361- <u>EXPENDITURE</u>										
1723 Lodging Homes 80%	150,000	10.33	1,550,000				1,987,580	182,000		2,041,000
1729 Personal Needs 80%	891	77.00	68,607				48,867			50,000
2150 Nurs. Ordin. Care 80%	12	625.00	7,500				2,812			0
2151 Nurs. Extend. Care 80%	12	652.00	7,824				3,723			7,000
1823 Lodging Homes 100%			12,600				19,379			20,000
1829 Personal Needs 100%	12	100.00	1,200				3,204			3,300
2152 Nurs. Extend. Care 100%	12	897.00	10,764				6,562			10,700
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TOTAL EXPENDITURES			1,658,495				2,072,127			2,132,000
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0312- <u>REVENUE</u>										
7430 Prov. Subsidy 80%			1,307,145				1,634,386			1,678,400
7435 Prov. Subsidy 100%			24,564				26,145			34,000
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TOTAL REVENUES			1,331,709				1,663,531			1,712,400
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REGIONAL SHARE			326,786				408,596			419,600
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								<u>GROSS</u>	<u>NET</u>	
								28.6%	28.4%	
								2.9%	2.7%	

% CHANGE

1985 ORIGINAL BUDGET TO 1986BUDGET
 1985 ACTUAL TO 1986BUDGET

Expenditure

Account 0361-1723 - Lodging Homes: -Reflects 4.0% increase over the approved 1985 per diem of \$22.20 to 1986 per diem of \$23.08
 -Reflects 182,000 resident days for an approved complement of (45) 2nd Level Lodging Homes
 -1985 Per Diem was adjusted from \$21.00 @ day effective July 1, 1985 to reflect Provincial maximum Per Diem ceiling under "Domiliciary Hostels" per G.W.A.
 -1986 Provincial Maximum Per Diem ceiling has been increased to \$25.00 @ day.

1986 LODGING HOMES

<u>LODGING HOMES</u>		<u>ADDRESS</u>	<u>LODGING HOMES</u>		<u>ADDRESS</u>
1.	Andel's	265 Bay St. S., L8P 3J8	24.	Mountain Rest Home	832 Concession St., L8V 1E2.
2.	Anka Rest Home	43 London St. N., L8H 4B2	25.	Pat's Lodging Home	237 Herkimer St., L8V 2H8
3.	Balsam Lodge	219 Balsam Ave. S., L8M 3B9	26.	Petrovich Rest Home	92 Wentworth St. S. L8N 2Y9
4.	Banksia House	37 Ogilvie St. Dundas, L9H 2S3	27.	Rutherford Lodge	18 Rutherford Ave., L8M 1Y4
5.	Boris & Danica Lodge#1	42 Ontario St., L8N 2X2	28.	St. Andrew's Lodge & Rest Home	100 Herkimer St., L8P 2G7
6.	Boris & Danica Lodge#2	28 Burris Street, L8M 2J3	29.	St. Ann's Rest Home	115 Victoria Ave. S. L8N 2S9
7.	Caroline Street Residential Home	255 Caroline St., L8P 3L6	30.	St. Clair Lodge	75 St. Clair Blvd. L8M 2N6
8.	"C" More Villa #1	60 West Ave. S., L8N 2S3	31.	St. Francis Lodge	57 Proctor Blvd. L8M 2M5
9.	"C" More Villa #2	182 Cannon St. W., L8R 2E4	32.	St. George Retirement Home	274 Bay St. S. L8P 3J6
10.	Crystal Manor	83-85 Emerald St. S., L8N 2Y4	33.	St. Patrick's Lodge	90 Emerald St. S. L8N 2Y4
11.	Denholm's	144 Robinson St., L8P 1Z5	34.	See More Rest Home	65 East Ave. S. L8N 2T5
12.	Golden Briar Manor	904 King St. E., L8M 1B7	35.	Sunnyside Lodge	11 Lake Ave. Stoney Creek L8G 1X5
13.	Gradatim Lodge	128 Herkimer St., L8P 2H8	36.	Sunrise Lodge Ltd.	160-164 Park St. S. L8P 3E8
14.	Grindstone Creek Manor	65 Dundas St. E. Waterdown LOR2H0	37.	Sunrise Manor	18 Victoria Ave. N., L8L 5E1
15.	Herkimer Lodge	130-132 Bold St. L8P 1V3	38.	Sunset Lodge	110-112 Stinson St. L8N 1S5
16.	Inn of Sixth Happiness	254-262 Beach Rd. L8L 4B2	39.	39 Stanley Ave. Ltd	39 Stanley Ave., L8P 2K9
17.	J & M. Resthome	849 Main St. E. L8M 1L3	40.	Universal Lodge	46 West Ave. S., L8N 2J5
18.	Karl Robert Manor	809 King St. W. L8S 1K2	41.	Verolen's Rest Home	106 Catherine St. S., L8N 2J5
19.	Latta's Rest & Lodging Home Inc.	44 Proctor Blvd. L8M 2M4	42.	Victoria Manor	121 Victoria Ave. S., L8N 2S9
20.	" " "	55 Sherman Ave. S. L8M 2P6	43.	Villa Maria Rest Home	84 Grant Ave., L8N 2X7
21.	" " "	98 Sherman Ave. S. L8M 2P7	44.	Wellington Lodge	94 Wellington Ave. S. L3M 2R2
22.	Main East Rest Home	939 Main St. E., L8M 1M7	45.	White Oaks Manor	650 Main St. E., L8M 1J8
23.	Meehan's Rest Home	21 Kensington Ave. L8L 7N6			

SOCIAL SERVICES BUDGET
1986
HOMES FOR THE AGED

FUNCTION BUDGET SUMMARY

FUNCTION: HOMES FOR THE AGED

	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
EXPENDITURES - GROSS						
MACASSA LODGE	7,376,955	7,331,447	7,612,457	263,019	7,875,476	6.76%
WENTWORTH LODGE	3,494,920	3,600,494	4,037,070	46,825	4,083,895	16.85%
TOTAL EXPENDITURES	10,871,875	10,931,941	11,649,527	309,844	11,959,371	10.00%
REVENUES - GROSS						
MACASSA LODGE	6,634,700	6,574,361	6,873,420	169,560	7,042,980	6.15%
WENTWORTH LODGE	3,229,300	3,220,843	3,748,800	32,700	3,781,500	17.10%
TOTAL REVENUES	9,864,000	9,795,204	10,622,220	202,260	10,824,480	9.74%
TO BE MET FROM GENERAL LEVY	1,007,875	1,136,737	1,027,307	107,584	1,134,891	12.60%

FUNCTION : SOCIAL & FAMILY SERVICES
 DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED

DEPARTMENT BUDGET SUMMARY

	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
EXPENDITURES - GROSS						
MACASSA LODGE-HOME FOR THE AGED OUTREACH PROGRAM	7,184,955 192,000	7,165,653 165,794	7,403,437 209,020	255,939 7,080	7,659,376 216,100	6.60% 12.55%
TOTAL EXPENDITURES	7,376,955	7,331,447	7,612,457	263,019	7,875,476	6.76%
REVENUES - GROSS						
0105 RESIDENTS' CONTRIBUTION	3,009,000	3,009,000	3,414,030	0	3,414,030	13.46%
0107 PROVINCIAL SUBSIDIES	3,487,800	3,476,800	3,391,890	169,560	3,561,450	2.11%
0108 PROVINCIAL SUBSIDY - CAPITAL	72,500	33,233	0	0	0	-100.00%
0109 MINISTRY OF ENERGY	0	0	0	0	0	NA
0405 CLIENT CONTRIBUTIONS	63,000	53,000	65,000	0	65,000	3.17%
0520 SALE OF CRAFTS	2,400	2,328	2,500	0	2,500	4.17%
TOTAL REVENUES	6,634,700	6,574,361	6,873,420	169,560	7,042,980	6.15%
TO BE MET FROM GENERAL LEVY	742,255	757,086	739,037	93,459	832,496	12.16%

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
PROGRAM : MACASSA LODGE-HOME FOR THE AGED

PROGRAM COST SUMMARY

	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
EXPENDITURES - GROSS						
ADMINISTRATION	476,310	474,926	536,067	46,779	582,846	22.37%
RESID. SOCIAL SERV. & COMFORTS	241,110	225,345	264,140	0	264,140	9.55%
DIETARY SERVICES	1,193,800	1,290,668	1,328,131	11,750	1,339,881	12.24%
RESIDENTS' MEDICAL - NURSING	3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
HOUSEKEEPING SERVICES	598,900	610,313	642,322	4,830	647,152	8.06%
LAUNDRY & LINEN SERVICES	402,600	383,099	378,531	58,940	437,471	8.66%
BLDG. & PROPERTY MAINTENANCE	714,035	628,549	729,367	0	729,367	2.15%
CAPITAL CHARGES	210,000	100,000	145,000	0	145,000	-30.95%
COMMUNITY & PRIVATE FOSTER SER.	4,400	0	4,400	0	4,400	0.00%
TOTAL EXPENDITURES	7,184,955	7,165,653	7,403,437	255,939	7,659,376	6.60%
REVENUES - GROSS						
0105 RESIDENTS' CONTRIBUTION	3,009,000	3,009,000	3,414,030	0	3,414,030	13.46%
0107 PROVINCIAL SUBSIDIES	3,418,300	3,418,300	3,305,490	165,310	3,470,800	1.54%
0108 PROVINCIAL SUBSIDY - CAPITAL	72,500	33,233	0	0	0	-100.00%
0109 MINISTRY OF ENERGY	0	0	0	0	0	NA
0520 SALE OF CRAFTS	2,400	2,328	2,500	0	2,500	4.17%
TOTAL REVENUES	6,502,200	6,462,861	6,722,020	165,310	6,887,330	5.92%
TO BE MET FROM GENERAL LEVY	682,755	702,792	681,417	90,629	772,046	13.08%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOMES FOR THE AGED
ACTIVITY: ADMINISTRATION

PROGRAM DESCRIPTION

GOAL: To provide all services which fall under the broad umbrella of administration and carry out the operation of the Lodge in accordance with the policies established by the Committee of Management and standards of practice of the Canadian Council on Hospital Accreditation - Long-Term Care.

OBJECTIVES: To fulfill all administrative procedures and reports as required by the Statutes and Regulations and Accreditation.

To maintain an effective and efficient administration, to provide leadership and guidance to the various departments and functions of Macassa Lodge, always remembering that the quality of service to our residents must be our goal in conjunction with the policies/procedures of Division of Services for the Elderly.

To maintain a high average yield on Resident's Trust Accounts.

To automate resident's account transactions.

To maintain a occupancy rate of +100% for Extended Care
94% for Residential Care

<u>PERFORMANCE MEASUREMENT:</u>	<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
<u>Effectiveness:</u>			
Average yield on Resident Trust Accounts	8.5%	9.0%	9.5-10.0%
Automation of resident accounts by	n/a	n/a	Nov. 1/85
Occupancy Rate--Extended Care	98.0%	100.0%	100.0%+
- Residential	95.05	91.0%	94.0%

ACTIVITY COST SUMMARY

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
PROGRAM : MACASSA LODGE-HOME FOR THE AGED
ACTIVITY : ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET
5341	EXPENDITURES					
0101	Salaries and Wages	162,500	145,400	184,130	41,850	225,980
0103	Accumulated Sick Leave	1,620	1,620	1,960	300	2,260
0104	Employee Benefits	23,200	26,843	27,460	4,179	31,639
0106	Worker's Compensation	2,030	2,030	2,940	450	3,390
0111	Communication	22,680	22,183	26,800		26,800
0119	Purchased Services	4,800	7,316	7,400		7,400
0121	Postage, Printing & stationery	14,000	12,720	16,000		16,000
0125	Chargeback - Personnel	51,920	51,920	53,997		53,997
0126	Chargeback - Solicitor	7,500	7,500	7,800		7,800
0127	Chargeback - Finance	143,270	143,270	149,000		149,000
0131	Equipment - Maintenance	4,500	6,967	6,900		6,900
0140	Accreditation Expense	11,000	14,632	12,000		12,000
0142	Insurance	1,190	1,190	2,380		2,380
0179	Equipment Replacement	4,000	3,977	4,500		4,500
0191	Travelling	3,000	2,846	3,200		3,200
0194	Staff Training	9,000	14,306	14,800		14,800
0195	Conferences	3,800	4,264	3,800		3,800
0198	Membership Fees/Staff Medicals	6,300	5,942	11,000		11,000
		476,310	474,926	536,067	46,779	582,846
	To Be Met From General Levy	476,310	474,926	536,067	46,779	582,846

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Administration

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
	<u>CHANGE COLUMN REFLECTS</u>			
	<u>ADDITIONAL STAFF</u>			
0101	Supervisor of intake and counselling (Salary Grade M) July 1/86		9,000	18,000
	Reclassification of Steno II to Office Supervisor for the Director (Salary Grade P) April 1/86		10,500	13,980
	Secretary II to Administrator (Salary Grade Q) July 1/86		10,350	20,700
	-Additional PT hours of clerical support		12,000	12,000
	<u>EXISTING COLUMN REFLECTS</u>			
0140	<u>ACCREDITATION EXPENSE:</u> -survey fees and expenses 4,000			
	-manuals development and maintenance 4,000			
	-resident info. handbook 3,000			
	-management development 1,000			
		12,000		
0194	<u>STAFF TRAINING:</u> - LTCOM 1,500			
	-personnel fees 2,000			
	-medication course 2,500			
	-adjuvant course 1,200			
	-nursing unit admin. 800			
	-DPA Program 2,000			
	-inservice training 4,800			
		14,800		
0195	<u>CONFERENCES AND CONVENTIONS:</u> -OAHA Convention 1,500			
	-OAHA Spring Conference 400			
	-OAHA Regional Meeting 150			
	-OHA Housekeeping Seminar 250			
	-GNA, CAG, OPGA 1,200			
		3,800		
0198	<u>MEMBERSHIP FEES AND STAFF MEDICALS:</u> OAHA 4,000			
	CCHSE Cdn College of Health			
	Service Executives 600			
	Subscriptions 900			
	Staff Medicals 5,500			

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: RESIDENTS SOCIAL SERVICE & COMFORTS

PROGRAM DESCRIPTION

PURPOSE: Provide leisure time recreation, therapeutic recreation and rehabilitation services to the Residents in Macassa Lodge.

OBJECTIVES: To provide an atmosphere which will provide and stimulate residents with the opportunity to live life at an optimum level.

To maintain the number of resident events.

To encourage Residents Council to become self-supporting through Fund Raising events.

To increase participation from residents of Bed Care and Special Care.

To increase referrals for occupational therapy and the adjuvant program.

To implement quality Assurance for Occupational Therapy by Oct 1/86.

PERFORMANCE MEASUREMENT:

1985 Budget

1985 Actual

1986 Target

Effectiveness:

Increase in Resident Events	10%	10%	n/a
Increase in Participation from Bed and Special Care Units.	10%	10%	10%
Increase in Referrals	10%	10%	10%
Resident Council - Self-supporting By	n/a	n/a	Aug. 1

Workload:

# of Resident Events/month	33	33	33
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DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : RESID. SOCIAL SERV. & COMFORTS

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
341-	EXPENDITURES						
201	Salaries and Wages	206,400	192,184	215,331		215,331	
203	Accumulated Sick Leave	1,360	1,360	2,153		2,153	
204	Employee Benefits	21,500	18,695	30,146		30,146	
206	Worker's Compensation	2,700	2,700	6,460		6,460	
224	Recreation/Entertainment	2,450	3,859	2,550		2,550	
229	Material & Supplies	2,500	4,204	2,500		2,500	
231	Equipment Maintenance	1,500	595	1,500		1,500	
279	Equipment Replacement	2,200	1,706	3,000		3,000	
298	Work Payments	500	42	500		500	
		241,110	225,345	264,140	0	264,140	9.55%
302-	REVENUES						
520	Sale Of Crafts	2,400	2,328	2,500		2,500	
		2,400	2,328	2,500	0	2,500	4.17%
To Be Met From General Levy		238,710	223,017	261,640	0	261,640	9.61%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Resid. Social Serv. & Comforts

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>		<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>EXISTING COLUMN REFLECTS</u>					
0279	<u>EQUIPMENT REPLACEMENT:</u>				
	4 Craft tables	800			
	2 Enclosed display boards	600			
	1 supplies cart	100			
	storage cupboards	1,000			
	5 ventilation fans	<u>500</u>			
			3,000		

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: DIETARY SERVICES

PROGRAM DESCRIPTION

GOAL: To provide meals and other food services of the appropriate nutritional and dietetic qualities for the aged

OBJECTIVES: To control diets, quantities of food, in order to promote the optimum health and well-being of our Residents.

To maintain number of meals for each diet at Ontario Dietary Association levels of Practise (presently 60% regular and 40% special diet)

To maintain cost per meal below average for southwest Region

To establish a Quality Control Committee chaired by Resident's Group.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Effectiveness:

Ratio of regular diets to special diets	60:40	60:40	50:50
Quality Control Committee established by	n/a	n/a	Oct 1/86

Efficiency:

Average cost per meal	\$3.50	\$2.85	\$3.10
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Workload:

No. of meals prepared	404,000	430,600	424,200
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DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : DIETARY SERVICES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
5341-	EXPENDITURES						
0301	Salaries and Wages	614,000	666,000	691,843	10,100	701,943	
0303	Accumulated Sick Leave	6,150	6,150	6,920	100	7,020	
0304	Employee Benefits	85,000	90,611	96,850	1,400	98,250	
0306	Worker's Compensation	12,300	12,300	20,755	150	20,905	
0329	Miscellaneous Supplies	28,000	30,154	38,000		38,000	
0331	Equipment Maintenance	7,000	2,240	8,000		8,000	
0356	Consultant - Full Time Dietitian	49,000	80,966	62,863		62,863	
0361	Raw Food Costs	404,000	430,574	424,200		424,200	
0376	Kitchen Equipment Replacement	23,350	17,427	28,700		28,700	
0399	Expenditure Recoveries	(35,000)	(45,754)	(50,000)		(50,000)	
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		1,193,800	1,290,668	1,328,131	11,750	1,339,881	12.24%
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		1,193,800	1,290,668	1,328,131	11,750	1,339,881	12.24%
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To Be Met From General Levy							

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Dietary Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
0301	<u>ADDITIONAL STAFF</u>			
	Part time cook July 1/86		5875.00	11,750
	Part time storeman/porter July 1/86		5875.00	11,750
<u>EXISTING COLUMN REFLECTS</u>				
-includes \$45,000 sick time replacement for 1986				
0329	<u>MISC. SUPPLIES</u> - includes expenditures for paper products and disposable wares which were formerly charged to 0361			
0356	<u>CONSULTANT</u> - reflects annualized costs of HDS services at Macassa Lodge			
0376	<u>KITCHEN EQUIPMENT REPLACEMENT</u> - stainless steel table			
	- manual meat slicer			
	- toaster			
	- utility carts (4)			
	- china and smallwares			
	- weigh scale for receiver			
			28,700	

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: RESIDENTS' MEDICAL-NURSING

PROGRAM DESCRIPTION

GOAL To provide all medical and related paramedical services in order to cope with the various acute and chronic physical and mental disabilities of the Residents.

OBJECTIVES: Provide individual Residents with care, treatments and medication as ordered by the physician and laid out in the care plan in order to stabilize the aging process and to alleviate as much as possible the related afflictions, both physical and psychological.

To review and stabilize resident prescription rate at or below 2.5 per person.

To increase the Extended Care Residency ratio to 80:20

To institute nursing hours per unit and per shift to coincide with Canadian Council on Accreditation and Ministry Guidelines.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Effectiveness:

Residential Prescription rate	2.1:1	2.8:1	2.5:1
Extended Care Ratio	62:38	60:40	80:20
Institution of Nursing hours by	n/a	n/a	Oct./86

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Residents' Medical - Nursing

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
	<u>CHANGE COLUMN REFLECTS</u>			
	<u>ADDITIONAL STAFF</u>			
0401	-Registered nurse (April 1/86) (25,200)			
	-(2) Registered nursing assistants (June 1/86) (24,052)			
	-Reclassification of Clerk Typist I to fulltime Ward Clerk (June 1/86)			
	-includes addition PT nursing hours at peak period		115,640	141,640
	<u>EXISTING COLUMN REFLECTS</u>			
0423	<u>DRUGS, MEDICAL NURSING SUPPLIES</u> - reflects the increased level of medical/nursing care required.			
0479	<u>EQUIPMENT REPLACEMENT:</u>			
	- (15) hospital beds	17,120		
	- (2) mechanical lifts	1,800		
	- (2) wheelchair weigh scales	1,260		
	- (2) treatment carts	270		
	- (2) mobile chart racks	800		
	- KARDEX replacement	2,500		
	- (1) utility cart	250		
	- (1) examining table	2,000		
	medical charting forms	<u>10,000</u>		
		36,000		
0456	<u>OTHER:</u> Performance Management Program		18,000	

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : RESIDENTS' MEDICAL - NURSING

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
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5341-	EXPENDITURES						
0401	Salaries and Wages	2,725,000	2,890,827	2,777,882	98,000	2,875,882	
0403	Accumulated Sick Leave	28,450	28,450	27,778	980	28,758	
0404	Employee Benefits	388,000	374,460	370,903	13,720	384,623	
0406	Worker's Compensation	57,730	57,730	83,336	2,940	86,276	
0419	Transportation of Residents	7,000	5,767	7,000		7,000	
0423	Drugs, Medical, Nursing Supplies	30,000	27,849	35,000		35,000	
0431	Equipment Maintenance	3,500	3,508	5,500		5,500	
0442	Insurance	1,620	1,620	3,240		3,240	
0451	Home Physician	21,000	18,748	21,840		21,840	
0456	Performance Management Program	18,000	0	0	18,000	18,000	
0479	Equipment Replacement	55,000	37,231	36,000		36,000	
0498	Prosthetic Appliances	8,500	6,563	7,000		7,000	
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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		-----	-----	-----	-----	-----	
		3,343,800	3,452,753	3,375,479	133,640	3,509,119	4.94%
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REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOMES FOR THE AGED
ACTIVITY: HOUSEKEEPING SERVICES

PROGRAM DESCRIPTION

GOAL:

To provide a housekeeping and redecorating program as required.

OBJECTIVES: To provide housekeeping services throughout the building, as well as a painting and redecorating schedule which will meet the required sanitation and cleanliness standards and create a bright and cheerful environment for the Residents.

To maintain an average square footage of cleaning between 300-400 square feet per person per hour.

To maintain a minimum 80:20 cost ratio between labour and supplies.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Effectiveness:

Ratio of labour/supplies	93:07	n/a	80:20
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Efficiency:

Average Square footage per hour	372	372	372
Average cost per square foot	\$4.89	\$4.89	\$5.02

Workload:

Total square footage	122,880	122,880	122,880
No. of cleaning staff	22	22	22

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : HOUSEKEEPING SERVICES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
5341-	EXPENDITURES						
0601	Salaries and Wages	455,200	469,300	484,097	4,000	488,097	
0603	Accumulated Sick Leave	4,550	4,550	4,730	150	4,880	
0604	Employee Benefits	65,000	61,448	67,773	560	68,333	
0606	Worker's Compensation	9,100	9,100	14,522	120	14,642	
0619	Redecorating/Cleaning Services	9,000	9,368	13,000		13,000	
0629	Miscellaneous Supplies	28,000	28,212	34,000		34,000	
0631	Equipment Maintenance	1,500	2,198	2,000		2,000	
0679	Equipment Replacement	26,550	26,137	22,200		22,200	
		-----	-----	-----	-----	-----	
		598,900	610,313	642,322	4,830	647,152	8.06%
		-----	-----	-----	-----	-----	
		-----	-----	-----	-----	-----	
		598,900	610,313	642,322	4,830	647,152	8.06%
		-----	-----	-----	-----	-----	
To Be Met From General Levy							

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Housekeeping Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
<u>ADDITIONAL STAFF</u>				
0601	Reclassification of 2 FT maids to FT cleaners		4,830	4,830
<u>EXISTING COLUMN REFLECTS</u>				
0619	<u>REDECORATING/CLEANING SERVICES</u> - pest control transferred from building property maintenance to housekeeping			
0679	<u>EQUIPMENT REPLACEMENT</u> -			
	(4) floor polishers	6,500		
	(1) convertamatic	5,400		
	safety matting	1,400		
	buckets, wringers, etc	1,500		
	(4) vacuum cleaners	4,000		
	(6) waste containers (attends)	600		
	(1) upholstery shampooer	1,600		
	(1) wet/dry vac	700		
	battery replacements	<u>500</u>		
		22,200		

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

PROGRAM DESCRIPTION

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: LAUNDRY AND LINEN SERVICE

GOAL:

To provide laundry services for both general and personal laundry, as required.

OBJECTIVES:

To ensure that the laundry of all bedding and towels, as well as the laundry and dry cleaning of personal clothing of the Residents, in order to establish a high standard of cleanliness, personal hygiene and general neat appearance of our Residents.

To maintain production level tendered at or below 14,000 kg. per month.

To maintain Residents personal clothing processing at 2,500 kg. per month.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Efficiency:

Average cost/month

Tendering laundry	\$.90kg.	\$.90 kg.	\$.95 kg.
Resident Personal clothing	\$.30kg.		\$.30 kg.

Workload:

Amount processed/month

Tendered laundry	15,000 kg.	15,000 kg.	16,000 kg.
Resident Personal Clothing	2,500 kg.	2,500 kg.	2,000 kg.

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : LAUNDRY & LINEN SERVICES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
0341-	EXPENDITURES						
0701	Salaries and Wages	79,000	79,200	81,649	53,000	134,649	
0703	Accumulated Sick Leave	800	800	1,117	230	1,347	
0704	Employee Benefits	7,600	10,353	13,816	5,020	18,836	
0706	Worker's Compensation	1,500	1,500	3,349	690	4,039	
0719	Purchased Services	175,000	147,788	150,000		150,000	
0727	Replacement of Uniforms	7,000	7,564	7,400		7,400	
0729	Miscellaneous Supplies	3,700	5,176	5,800		5,800	
0775	Adult Incontinent Briefs	78,000	86,352	78,000		78,000	
0776	Replacement of Bedding & Linen	19,000	15,175	32,000		32,000	
0779	Equipment Replacement	31,000	29,191	5,400		5,400	
		402,600	383,099	378,531	58,940	437,471	8.66%
		-----	-----	-----	-----	-----	
	To Be Met From General Levy	402,600	383,099	378,531	58,940	437,471	8.66%
		-----	-----	-----	-----	-----	

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Laundry & Linen Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
<u>ADDITIONAL STAFF</u>				
0701	-Conversion of 1 PT laundry maid to 1 FT laundry maid (April 1/86)			
	-Addition of 1 FT laundry maid (April 1/86)		23,000	
<u>EXISTING COLUMN REFLECTS</u>				
0701	-includes \$30,000 PT relief staff in order to meet the increasing personal care needs of residents. per Ministry study of (August) 1985.			
0776	<u>REPLACEMENT OF BEDDING AND LINEN</u> - increase due to insufficient inventory of sheets and flatware to meet present needs * per study conducted by Mohawk Hospital Services			
0779	<u>EQUIPMENT REPLACEMENT</u> -			
	(1) sewing machine	1,100		
	(11) laundry hampers	800		
	(1) transfer cart	600		
	(6) linen carts	<u>2,900</u>		
			5,400	

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: BUILDING & PROPERTY MAINTENANCE

PROGRAM DESCRIPTION

GOAL:

To operate and maintain in a safe efficient manner, the building and its systems. To provide a safe, comfortable and healthy environment for residents and staff to live and work in through controlled atmosphere systems.

To maintain the aesthetic value of the interior and exterior of the building and to provide as much as possible, a homey, pleasant atmosphere in which to live.

OBJECTIVES:

To provide continuity of essential services in all areas through scheduled preventive maintenance procedures and checks, thereby avoiding as much as possible unscheduled breakdown.

To maintain costs at current levels of consumption.

To extend the current system for establishing cost per unit for equipment/building maintenance to the core units.

To establish average cost of service contracts at or below 5%.

PERFORMANCE MEASUREMENT:

Effectiveness:

	<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
Increase in energy cost held to	5.0%	7.5%	5%
Establish maintenance costing system by	n/a	n/a	Oct1/86
Average cost of service contracts held to	5%	5%	5.0%

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
 PROGRAM : MACASSA LODGE-HOME FOR THE AGED
 ACTIVITY : BLDG. & PROPERTY MAINTENANCE

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
5341-	EXPENDITURES						
0901	Salaries and Wages	209,400	222,280	232,011		232,011	
0903	Accumulated Sick Leave	2,100	2,100	2,320		2,320	
0904	Employee Benefits	34,000	37,055	37,122		37,122	
0906	Worker's Compensation	4,100	4,100	6,960		6,960	
0914	Fuel	118,000	100,365	118,000		118,000	
0916	Hydro	49,400	51,415	50,000		50,000	
0918	Water	24,000	22,036	23,500		23,500	
0919	Purchased Serv.-Grounds, Elevators,	75,215	50,354	69,014		69,014	
0931	Unscheduled Maintenance	48,000	51,100	50,000		50,000	
0933	Scheduled Maintenance	50,600	36,012	65,000		65,000	
0942	Insurance	9,720	9,720	19,440		19,440	
0956	Consultant- Facility Study	39,000	0	0		0	
0978	Major Repairs	28,000	24,568	24,000		24,000	
0979	Equipment Replacement	12,500	6,221	22,000		22,000	
0998	Boiler Chemicals & Supplies	10,000	11,223	10,000		10,000	
		-----	-----	-----	-----	-----	
		714,035	628,549	729,367	0	729,367	2.15%
		-----	-----	-----	-----	-----	
5301-	REVENUES						
0110	Ministry Of Energy	0				0	
		-----	-----	-----	-----	-----	
		0	0	0	0	0	NA
		-----	-----	-----	-----	-----	
		-----	-----	-----	-----	-----	
		714,035	628,549	729,367	0	729,367	2.15%
		-----	-----	-----	-----	-----	
To Be Met From General Levy							

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Bldg. & Property Maintenance

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>EXISTING COLUMN REFLECTS</u>				
0919	Purchased Services			
	(A) City of Hamilton	44,000		
	(B) ADT	788		
	(C) Dover Corporation	6,161		
	(D) Otis Elevator	1,968		
	(E) Honeywell	10,000		
	(F) Alchem	450		
	(G) Fox Refrigerator	995		
	(H) C.E. Hickey	500		
	(I) Edwards	3,050		
	(J) Regional Engineering	<u>1,100</u>		
		69,014		
0933	<u>SCHEDULED MAINTENANCE</u> - Repair boiler feed piping & valves	5,000		
	- Repair exterior walls, walkway etc	25,000		
	- Roofing Repairs	13,000		
	- Installation of Ben Pan Flushers	<u>22,000</u>		
		65,000		
0978	<u>MAJOR REPAIRS</u> - Repair suspended sewer lines and grease trap Phase I	19,000		
	- Paving of Loading Dock Area	<u>5,000</u>		
		24,000		
0979	<u>EQUIPMENT REPLACEMENT</u> - Replace existing smoke detectors	12,000		
	- Emergency lighting	<u>10,000</u>		
		22,000		

ACTIVITY COST SUMMARY

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
PROGRAM : MACASSA LODGE-HOME FOR THE AGED
ACTIVITY : CAPITAL CHARGES

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
5341-	EXPENDITURES						
	Capital Charges	145,000	35,000	0		0	
	Debt Charges (Non Subsidizable)	65,000	65,000	60,000		60,000	
0859	Contribution to Capital	0	0	85,000		85,000	
		210,000	100,000	145,000	0	145,000	-30.95%
5301-	REVENUES						
0108	Provincial Subsidy - Capital	72,500	33,233	0		0	
		72,500	33,233	0	0	0	-100.00%
To Be Met From General Levy		137,500	66,767	145,000	0	145,000	5.45%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1985 CURRENT BUDGET

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: COMMUNITY AND PRIVATE FOSTER SERVICES

PROGRAM DESCRIPTION

GOAL:

Provide alternative to institutional care.

OBJECTIVES:

To provide an appropriate network of community support services through an Outreach Program, offering the following services: Meals-on-Wheels, Wheels-to-Meals, Day Care, Counselling Services, etc..

To implement on a "test-basis" Home Share program by Sept 1, 1986 in conjunction with Min. of Housing.

To identify and implement "satellite Group Homes" program by Sept 1, 1986 with at least (2) Homes (24 beds each at maximum) per the Homes for the Aged Rest Homes Act.

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
PROGRAM : MACASSA LODGE-HOME FOR THE AGED
ACTIVITY : COMMUNITY & PRIVATE FOSTER SER

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
5341-	EXPENDITURES						
1019	Community & Private Foster Homes	4,400		4,400		4,400	
		-----	-----	-----	-----	-----	
		4,400	0	4,400	0	4,400	0.00%
		-----	-----	-----	-----	-----	
		-----	-----	-----	-----	-----	
		4,400	0	4,400	0	4,400	0.00%
		-----	-----	-----	-----	-----	
To Be Met From General Levy							

DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
PROGRAM : OUTREACH PROGRAM

PROGRAM COST SUMMARY

	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
EXPENDITURES - GROSS						
OUTREACH PROGRAM	192,000	165,794	209,020	7,080	216,100	12.55%
TOTAL EXPENDITURES	192,000	165,794	209,020	7,080	216,100	12.55%
REVENUES - GROSS						
0107 PROVINCIAL SUBSIDIES	69,500	58,500	86,400	4,250	90,650	30.43%
0405 CLIENT CONTRIBUTIONS	63,000	53,000	65,000	0	65,000	3.17%
TOTAL REVENUES	132,500	111,500	151,400	4,250	155,650	17.47%
TO BE MET FROM GENERAL LEVY	59,500	54,294	57,620	2,830	60,450	1.60%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

PROGRAM DESCRIPTION

DEPARTMENT: MACASSA LODGE - HOME FOR THE AGED
ACTIVITY: OUTREACH PROGRAM

GOAL:

Provide an alternative to institutional care to seniors in the community.

OBJECTIVES:

Keep senior citizens in the community as long as possible.

To target Residents' Days for Day Care Program @ 3,300 per year

To increase volunteer hours by 15%.

To level and maintain average production of meals-on-wheels to 70 meals per day.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Effectiveness:

Residents' days for day care program	3,300	2,500	3,300
Increase in volunteer hours	10%	10%	15%

Efficiency:

Average cost/meal	\$3.21	\$3.21	\$3.38
Charge to clients	\$2.70	\$2.70	\$3.00

Workload:

No. of meals/day	70	80	70
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DEPARTMENT: MACASSA LODGE-HOME FOR THE AGED
 PROGRAM : OUTREACH PROGRAM
 ACTIVITY : OUTREACH PROGRAM

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
5341-	EXPENDITURES						
1101	Salaries and Wages	124,000	108,000	135,360	6,000	141,360	
1103	Accumulated Sick Leave	1,300	1,300	1,350	60	1,410	
1104	Employee Benefits	13,750	12,639	18,950	840	19,790	
1106	Worker's Compensation	2,600	2,600	4,060	180	4,240	
1121	Postage	800	1,032	900		900	
1129	Materials & Supplies	2,100	1,701	2,200		2,200	
1156	Consultant Master Plan Report	3,000	0	0		0	
1161	Raw Food Cost	34,000	27,212	34,000		34,000	
1184	Equipment Rental	3,150	2,490	3,300		3,300	
1191	Transportation & Travelling	7,300	8,820	8,900		8,900	
		-----	-----	-----	-----	-----	
		192,000	165,794	209,020	7,080	216,100	12.55%
		-----	-----	-----	-----	-----	
5304-	REVENUES						
0107	Provincial Subsidies	69,500	58,500	86,400	4,250	90,650	
0405	Client Contributions	63,000	53,000	65,000		65,000	
		-----	-----	-----	-----	-----	
		132,500	111,500	151,400	4,250	155,650	17.47%
		-----	-----	-----	-----	-----	
		-----	-----	-----	-----	-----	
	To Be Met From General Levy	59,500	54,294	57,620	2,830	60,450	1.60%
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REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Macassa Lodge-Home for the Aged
ACTIVITY: Outreach Program

<u>BUDGET</u> <u>IMPACT</u>	<u>BUDGET</u> <u>IMPACT</u>	<u>ANNUALIZED</u> <u>IMPACT</u>
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<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
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CHANGE COLUMN REFLECTS

ADDITIONAL STAFF

1101	-Community Program Supervisor (Sept 1/86) (Salary Grade P)		7,080	25,300
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EXISTING COLUMN REFLECTS

1191	<u>TRANSPORTATION & TRAVELLING</u>	-van maintenance	1,800	
		-gas	2,400	
		-taxis	2,500	
		-meals on wheels		
		mileage	2,200	

8,900

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
 PROGRAM : WENTWORTH LODGE - HOME FOR THE AGED

PROGRAM COST SUMMARY

	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
EXPENDITURES - GROSS						
ADMINISTRATION	366,920	382,047	369,285	22,265	391,550	6.71%
RESID. SOCIAL SERV. ACTIVITIES	121,020	123,466	127,535	12,510	140,045	15.72%
DIETARY SERVICES	527,780	534,679	564,460	0	564,460	6.95%
MEDICAL SERVICES	1,579,520	1,661,752	2,022,060	0	2,022,060	28.02%
HOUSEKEEPING SERVICES	316,350	312,755	326,985	12,050	339,035	7.17%
LAUNDRY & LINEN SERVICES	228,080	227,239	248,815	0	248,815	9.09%
BUILDING & PROPERTY MAINTENANCE	320,250	340,656	341,930	0	341,930	6.77%
CAPITAL CHARGES	35,000	17,900	36,000	0	36,000	2.86%
TOTAL EXPENDITURES	3,494,920	3,600,494	4,037,070	46,825	4,083,895	16.85%
REVENUES - GROSS						
0105 RESIDENTS' CONTRIBUTIONS	1,894,000	1,894,000	1,902,000	0	1,902,000	0.42%
0107 PROVINCIAL SUBSIDIES	1,316,700	1,316,700	1,845,300	32,700	1,878,000	42.63%
0205 PROVINCIAL SUBSIDIES - CAPITAL	17,500	8,950	0	0	0	-100.00%
0520 SALE OF CRAFTS	1,100	1,193	1,500	0	1,500	36.36%
TOTAL REVENUES	3,229,300	3,220,843	3,748,800	32,700	3,781,500	17.10%
TO BE MET FROM GENERAL LEVY	265,620	379,651	288,270	14,125	302,395	13.84%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1985 CURRENT BUDGET

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: ADMINISTRATIVE

PROGRAM DESCRIPTION

GOAL:

To provide all services which fall under the broad umbrella of administration and carry out the operation of the Lodge in accordance with the policies established by the Committee of Management and standards of practice of the Canadian Council on Hospital Accreditation - Long-Term Care.

OBJECTIVES:

To fulfill all administrative procedures and reports as required by the Statutes and Regulations and Accreditations.

To maintain an effective and efficient administration, to provide leadership and guidance to the various departments and functions of Wentworth Lodge, always remembering that the quality of service to our Residents must be our goal in conjunction with policies/procedures of Division of Services for the Elderly.

To return a high yield on Resident Trust Accounts.

To upgrade personal skills and academic achievement to appropriate qualification.

To automate resident's accounts.

To maintain an occupancy rate of 98% or more

PERFORMANCE MEASUREMENT:

	<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
<u>Effectiveness:</u>			
Yield on Resident Trust Accounts	8.5%	9.0%	9.5-10.0%
Automate Resident Accounts by	n/a	n/a	June/86
Occupancy rate- Extended Care	100%	101%	101%
- Residential Care	98%	98%	98%

Workload:

No. of Training Seminars	5	5	5
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DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : ADMINISTRATION

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
1341-	EXPENDITURES						
0101	Salaries and Wages	181,320	185,091	173,100	19,150	192,250	
0103	Accumulated Sick Leave	1,820	1,820	1,730	195	1,925	
0104	Employee Benefits	24,225	28,294	24,220	2,680	26,900	
0106	Worker's Compensation	5,445	5,445	2,160	240	2,400	
0111	Communications	13,100	16,109	14,500		14,500	
0119	Purchased Services	1,500	2,685	5,000		5,000	
0121	Printing & Stationery	4,200	4,671	5,000		5,000	
0125	Chargeback - Personnel	29,960	30,040	31,200		31,200	
0126	Chargeback - Solicitor	2,500	2,500	2,600		2,600	
0127	Chargeback - Finance	78,270	78,270	81,390		81,390	
0131	Equipment - Operations Maintenance	1,600	1,907	3,000		3,000	
0140	Accreditation	4,000	4,128	4,000		4,000	
0142	Insurance	680	680	1,360		1,360	
0179	Replacement Equipment	4,500	4,567	2,975		2,975	
0191	Travelling	3,600	5,073	3,800		3,800	
0194	Staff Training	5,000	4,785	8,000		8,000	
0195	Conferences	2,100	2,602	2,000		2,000	
0198	Memberships/Staff Medicals	3,100	3,380	3,250		3,250	
		-----	-----	-----	-----	-----	
		366,920	382,047	369,285	22,265	391,550	6.71%
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		-----	-----	-----	-----	-----	
		366,920	382,047	369,285	22,265	391,550	6.71%
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To Be Met From General Levy

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Administration

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
0101-0106	<u>SALARIES/WAGES</u> - Reflects annualization and cost-sharing of supervisor of Intake/Counselling - Reclassification of Steno II to office supervisor (Level P for the Director)		22,265	22,265
<u>EXISTING COLUMN REFLECTS</u>				
0121	<u>PRINTING & STATIONARY</u> - Nursing Forms	5,000		5,000
0131	<u>EQUIPMENT/OPERATIONS MTCE</u> - Computer Mtce Contract	2,000		2,000
0194	<u>STAFF TRAINING</u> - Medication Program 2,000 - Special Care Unit 4,500 - DPA Etc. <u>1,500</u> 8,000	8,000		10,000
0198	<u>OTHER</u> - OAHA - 1,500 - Staff Medical <u>1,750</u> 3,250	3,250		3,250

DEPARTMENT: WENTWORTH LODGE
ACTIVITY: RESIDENT SOCIAL SERVICE ACTIVITIES

To provide activities and therapy programs as required by the institutionalized aged.

To alleviate the psychological trauma related to growing old by a variety of endeavours geared to treating a sense of usefulness in each individual.

To assist in the rehabilitation of afflictions related to the aging process by providing the necessary innovative therapy and an appropriate activities program.

To continue and enhance the number, quality and attendance at activities through the completion of resident care plans.

To increase referrals to the adjuvant program by 10%.

To increase volunteer hours by 15%.

To identify and manage a special caseload of cognitively impaired residents for the occupational Therapist by July 1, 1986.

<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
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Increase in referrals to adjuvant program	10%	10%	10%
Increase in volunteer hours	12.5%	15%	15%
Increase in referrals to occupational therapist	10%	10%	10%

No. of volunteer hours/week	36	42	50
No. of referrals to adjuvant program	33	33	36
No. of referrals to occupational therapist	0	0	10-15

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
PROGRAM : WENT. LODGE - HOME FOR THE AGED
ACTIVITY : RESID. SOCIAL SERV. ACTIVITIES

ACTIVITY COST SUMMARY

ACTIVITY COST SUMMARY						
ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET
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4341-	EXPENDITURES					
		98,000	97,166	100,450	10,475	110,925
0201	Salaries and Wages	980	980	1,000	105	1,105
0203	Accumulated Sick Leave	12,900	15,255	14,065	1,460	15,525
0204	Employee Benefits	2,940	2,940	4,520	470	4,990
0206	Worker's Compensation	2,000	2,025	2,000		2,000
0223	Hobby Crafts	1,500	1,634	1,500		1,500
0224	Recreation - Entertainment	100	572	500		500
0231	Equipment - Operation Maintenance	1,500	1,374	2,000		2,000
0279	Equipment Replacement	1,100	1,520	1,500		1,500
0298	Work Payments					
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		121,020	123,466	127,535	12,510	140,045
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4302	REVENUES					
0520	Sale of Crafts	1,100	1,193	1,500		1,500
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		1,100	1,193	1,500	0	1,500
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REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Resid. Social Serv. Activities

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
0201-0206	<u>SALARIES & WAGES</u> - Addition of 1.0 FT Adjuvant per Ministry Guidelines per Extended Care Bed Conversion (July 1/86)		12,510	25,020
<u>EXISTING COLUMN REFLECTS</u>				
0209	<u>EQUIPMENT REPLACEMENT</u> - reflects need for Film Projector	1,500		
0298	<u>WORK PAYMENTS</u> - for Residents' newspaper, etc.	1,500		1,500

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1985 CURRENT BUDGET

PROGRAM DESCRIPTION

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: DIETARY SERVICES

GOAL:

To provide meals and other food services of the appropriate nutritional and dietetic qualities for the aged.

OBJECTIVES:

To control diets, quantities and quality of food in order to promote the optimum health and well-being of our Residents.

To increase the nutritional quality and variety of meals closer to the Ontario Dietary Association levels of practice.

To maintain cost/meal at or below the average for the Southwest Region. (Presently at \$3.15/meal).

To identify and implement special diet program by July 1/86.

PERFORMANCE MEASUREMENT:

Efficiency:

Average cost per meal - increased
nutrition and variety.

<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
\$.05	\$.05	\$.10

Average overall cost/meal

<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
\$2.43	\$2.02	\$2.55

Workload:

No. of Meals

<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
225,000	224,000	230,000

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : DIETARY SERVICES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
4341-	EXPENDITURES						
0301	Salaries and Wages	272,700	285,400	282,305		282,305	
0303	Accumulated Sick Leave	2,750	2,750	2,800		2,800	
0304	Employee Benefits	35,900	38,560	39,500		39,500	
0306	Worker's Compensation	8,180	8,180	12,755		12,755	
0319	Purchased Services	12,000	12,353	32,000		32,000	
0329	Miscellaneous Supplies	8,300	8,230	9,000		9,000	
0331	Equipment - Operation Maintenance	5,000	3,064	3,800		3,800	
0361	Raw Food Costs	200,000	191,934	195,000		195,000	
0379	Replacements	14,450	14,204	21,300		21,300	
0399	Expenditures Recoveries	(31,500)	(29,996)	(34,000)		(34,000)	
		-----	-----	-----	-----	-----	
		527,780	534,679	564,460	0	564,460	6.95%
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		-----	-----	-----	-----	-----	
		527,780	534,679	564,460	0	564,460	6.95%
		-----	-----	-----	-----	-----	
To Be Met From General Levy							

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Dietary Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
	<u>EXISTING COLUMN REFLECTS</u>			
0319	<u>PURCHASED SERVICES</u> - annualization of HDS Contract for: Food Services Manager Purchasing Program	32,000		32,000
0379	<u>REPLACEMENTS</u>	21,300		31,300
	a) pressure cooker	15,000		
	b) ice maker	2,000		
	c) replacement of dishes	4,300		

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1985 CURRENT BUDGET

PROGRAM DESCRIPTION

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: MEDICAL - NURSING

GOAL:

To provide all medical and related paramedical services in order to cope with the various acute and chronic physical and mental disabilities of the Residents.

OBJECTIVES:

To provide the necessary services in order to stabilize the aging process and to alleviate as much as possible the related afflictions, both physical and psychological.

To maintain a prescription rate at or below 2.5 per resident.

To maintain a 60:40 ratio of Extended Care and Residential care admissions as per Comsoc Approval of Sept/85.

To ensure that proper nursing hours per shift and per unit coincide with Canadian Council on Accreditation and Ministry guidelines.

To ensure that the nursing rehabilitation objective is met through the use of an Occupational Therapist and the establishment of a working caseload.

PERFORMANCE MEASUREMENT:

Effectiveness:

	<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
Prescription rate	2.0	2.1	2.1
Ratio - Extended Care to Resident Care	60:40	60:40	60:40
Insure proper nursing hours/shift/unit by	n/a	n/a	July 1/86

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : MEDICAL - NURSING

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
4341-	EXPENDITURES						
0401	Salaries and Wages	1,299,300	1,409,474	1,650,400		1,650,400	
0403	Accumulated Sick Leave	12,890	12,890	16,500		16,500	
0404	Employee Benefits	193,770	170,629	231,000		231,000	
0406	Worker's Compensation	38,630	38,630	74,300		74,300	
0428	Medical Nursing Supplies	6,700	8,782	10,000		10,000	
0429	Drugs	500	297	0		0	
0431	Equipment - Operation Maintenance	500	43	1,500		1,500	
0442	Insurance	430	430	860		860	
0451	Home Physician	11,000	10,660	12,000		12,000	
0498	Other - Performance Management Progr.	800	756	8,000		8,000	
0479	Equipment replacement	15,000	9,161	17,500		17,500	
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		1,579,520	1,661,752	2,022,060	0	2,022,060	28.02%
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		1,579,520	1,661,752	2,022,060	0	2,022,060	28.02%
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To Be Met From General Levy							

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Medical - Nursing

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
0401-0406	<u>SALARIES AND WAGES</u> - includes the annualized costs of additional staff per Extended Care Bed Conversion Sept 1985 1.0 Ward Clerk 2.0 R.N. 5.0 R.N.A. 1.0 H.C.A.	283,400		283,400
0428	<u>MEDICAL NURSING SUPPLIES</u> - increase due to additional level of care	10,000		15,000
0431	<u>EQUIPMENT - OPERATION MAINTENANCE</u> - increase due to additional lifting equipment	1,000		1,000
0498	<u>OTHER - Performance Management Program</u>	8,000		20,000
0479	<u>EQUIPMENT REPLACEMENT</u> - Nursing charts 5,000 Mechanaid 3,500 Wheelchairs 3,000 Geri-chairs 3,000 Miscellaneous <u>3,000</u> 17,500	17,500		27,500

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: HOUSEKEEPING SERVICES

PROGRAM DESCRIPTION

GOAL:

To provide a housekeeping and redecorating program as required.

OBJECTIVES:

To provide housekeeping services throughout the building, as well as a painting and redecorating schedule which will meet the required sanitation and cleanliness standards and create a bright and cheerful environment for the Residents.

To maintain housekeeping and infection control policies of Accreditation.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Efficiency:

Average cost per sq. foot	\$ 4.25	\$4.20	\$4.55
Square footage of cleaning/hour	420	420	420

Workload:

Total square footage	75,630	75,630	75,630
No. of cleaning staff	12	12	12

ACTIVITY COST SUMMARY

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
PROGRAM : WENT. LODGE - HOME FOR THE AGED
ACTIVITY : HOUSEKEEPING SERVICES

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET
4341-	EXPENDITURES					
0601	Salaries and Wages	233,050	233,000	239,665	10,100	249,765
0603	Accumulated Sick Leave	2,325	2,325	225	100	325
0604	Employee Benefits	31,385	30,562	33,575	1,400	34,975
0605	Worker's Compensation	6,990	6,990	10,820	450	11,270
0627	Uniforms	1,700	1,765	2,000		2,000
0629	Cleaning Supplies	13,400	13,430	15,000		15,000
0631	Equipment - Operation Maintenance	1,000	670	1,200		1,200
0679	Equipment Replacement	26,500	24,013	24,500		24,500
		316,350	312,755	326,985	12,050	339,035
	To Be Met From General Levy	316,350	312,755	326,985	12,050	339,035

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Housekeeping Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>CHANGE COLUMN REFLECTS</u>				
0601-0606	<u>SALARIES AND WAGES</u> - Additional staff: storeman/cleaner-porter (July 1/86)		12,050	24,100
<u>EXISTING COLUMN REFLECTS</u>				
0629	<u>CLEANING SUPPLIES</u> - increase due to suppliers increase and change to "hospital-type" supplies for Extended Care Area	15,000		16,000
0679	<u>EQUIPMENT REPLACEMENT</u> - includes tables/chairs for Extended Care Area Dining Room	14,000		14,000

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

PROGRAM DESCRIPTION

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: LAUNDRY & LINEN SERVICES

GOAL:

To provide laundry services for both general and personal laundry, as required.

OBJECTIVES:

To ascertain that the laundry of all bedding and towels, as well as the laundry and dry cleaning of personal clothing of the Residents, is provided in order to establish a high standard of cleanliness, personal hygiene and general neat appearance of our Residents.

PERFORMANCE MEASUREMENT:

1985 Budget 1985 Actual 1986 Target

Efficiency:

Average overall cost/kg.	\$ 2.11	\$ 1.71	\$ 1.76
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Workload:

Laundry processed:

Flatware	73,000	60,000	60,000
Resident's Clothing	35,000	32,000	31,000
Total	<u>108,000</u>	<u>92,000</u>	<u>91,000</u> *

* Increase due to Extended Care Ratio Increase to 60:40 effective Sept./85.

DEPARTMENT: WENT. LODGE- HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : LAUNDRY & LINEN SERVICES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
		-----	-----	-----	-----	-----	
4341-	EXPENDITURES						
0701	Salaries and Wages	59,500	56,150	63,000		63,000	
0703	Accumulated Sick Leave	600	600	630		630	
0704	Employee Benefits	8,200	7,299	8,850		8,850	
0706	Worker's Compensation	1,780	1,780	2,835		2,835	
0719	Purchased Services	92,000	87,846	91,000		91,000	
0729	Miscellaneous Supplies	1,500	1,996	1,500		1,500	
0776	Replacement of Bedding & Linen	13,500	12,834	16,000		16,000	
0779	Replacements - Attends	51,000	58,734	65,000		65,000	
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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		228,080	227,239	248,815	0	248,815	9.09%
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REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGETDEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Laundry & Linen Services

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>EXISTING COLUMN REFLECTS</u>				
0776	<u>REPLACEMENT OF BEDDING/LINEN</u> - increase due to conversion of 33 beds Extended Care Sept/85	16,000		20,000
0779	<u>REPLACEMENT:ATTENDS</u> - Increase due to conversion of 33 beds to Extended Care Sept/85	65,000		80,000!

PROGRAM DESCRIPTION

DEPARTMENT: WENTWORTH LODGE - HOME FOR THE AGED
ACTIVITY: BUILDING AND PROPERTY MAINTENANCE

GOAL:

To provide all maintenance and repairs as required to maintain the efficient operation of all equipment at Wentworth Lodge.

OBJECTIVES:

To provide an ongoing preventive maintenance program in order to maintain peak efficiency in the day-to-day operation of our equipment and to keep "down time" to a minimum. To maintain the grounds and landscaping in an attractive manner.

To maintain energy consumption at present levels or less.

To complete Phase III of the mechanical upgrade program including humidification and circulation.

To devise a cost accounting system for maintenance of equipment and buildings.

To identify and commence Phase I of major Capital Program by Oct.1/86.

<u>PERFORMANCE MEASUREMENT:</u>	<u>1985 Budget</u>	<u>1985 Actual</u>	<u>1986 Target</u>
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Effectiveness:

Mechanical upgrade completed by - Phase II			
Maintenance costing system completed by	n/a	n/a	July/86
Phase I - Major Capital Program			Oct/86

Efficiency:

Reduction/stabilization of	n/a	n/a	5%-10%
equipment repair/maintenance			

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : BUILDING & PROPERTY

ACTIVITY COST SUMMARY

ACCOUNT
NUMBER

DESCRIPTION

1985
BUDGET1985
PROBABLE
ACTUAL1986
EXISTING1986
CHANGE1986
BUDGET

4341-

EXPENDITURES

0901	Salaries and Wages	74,300	106,700	78,900		78,900
0903	Accumulated Sick Leave	750	750	790		790
0904	Employee Benefits	12,500	16,305	11,100		11,100
0906	Worker's Compensation	2,230	2,230	3,550		3,550
0914	Fuel	63,000	62,323	65,000		65,000
0916	Electricity	27,250	25,093	27,250		27,250
0918	Water	13,500	4,225	13,900		13,900
0919	Purchased Services	30,500	27,251	41,100		41,100
0931	Equipment - Operation Maintenance	3,500	4,866	3,000		3,000
0933	Repairs & Maintenance	77,000	76,308	50,500		50,500
0942	Insurance	7,120	7,120	14,240		14,240
0979	Equipment Replacement	8,000	6,654	32,000		32,000
0998	Other	600	831	600		600
		320,250	340,656	341,930	0	341,930

6.77%

To Be Met From General Levy

320,250	340,656	341,930	0	341,930
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6.77%

REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH
1986 CURRENT BUDGET

DEPARTMENT: Went. Lodge - Home for the Aged
ACTIVITY: Building & Property

<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET IMPACT</u>	<u>BUDGET IMPACT</u>	<u>ANNUALIZED IMPACT</u>
<u>EXISTING COLUMN REFLECTS</u>				
0901	<u>SALARIES & WAGES</u> - Include, 1985 actual final settlement of \$25,000 for previous Maintenance Supervisor			
0919	<u>PURCHASED SERVICES</u> - Outside grounds Mtce. Contract (RBG)	20,000		20,000
0933	<u>REPAIRS AND MAINTENANCE</u> - roof repair (Phase I) (3 year program)	27,000		27,000
0979	<u>EQUIPMENT REPLACEMENT</u> - replacement of #2 Boiler	26,000		26,000

DEPARTMENT: WENT. LODGE - HOME FOR THE AGED
 PROGRAM : WENT. LODGE - HOME FOR THE AGED
 ACTIVITY : CAPITAL CHARGES

ACTIVITY COST SUMMARY

ACCOUNT NUMBER	DESCRIPTION	1985 BUDGET	1985 PROBABLE ACTUAL	1986 EXISTING	1986 CHANGE	1986 BUDGET	
4341-	EXPENDITURES						
	Minor Capital	35,000	17,900	0		0	
	Contribution To Capital	0	0	36,000		36,000	NA
		35,000	17,900	36,000	0	36,000	2.86%
4301-	REVENUES						
0205	Provincial Subsidies - Capital	17,500	8,950	0		0	
		17,500	8,950	0	0	0	-100.00%
	To Be Met From General Levy	17,500	8,950	36,000	0	36,000	N/A